

Unit Manager Induction & Orientation Checklist

Introduction

The purpose of the checklist is to ensure there is consistency for all Unit Managers (UM) receiving a thorough and positive experience on commencement in their roles at Western Health. This includes internal candidates who are new to the Unit Manager role.

This guide outlines the suggested orientation and induction activities to be arranged by the hiring manager, in partnership with the Director of Nursing & Midwifery. These sessions should be booked prior to commencement in order that the first week, month and subsequent period post commencement offer a robust and effective introduction to the role, unit and broader organisation.

This guide has been formulated with the input from multiple stakeholders and unit managers who were willing to share their own experiences and insights into improving this process.

New to this process is the addition of a buddy – this is another Unit Manager at the site, not necessarily in the same Division, who can offer face to face, regular support and guidance, answer questions, provide resources and support the new Unit Manager for the first 6-12 months.

First Week (Supernumerary)

- Induction to unit, team and site (including time on floor observing) to become familiar with routines and processes/systems, unit and hospital
- Organisational Charts and structure
- Intranet – N&M Westerly
- Unit Manager Portal, Manual and resources, Breakfast meetings in diary
- Admin support through ward clerk/Divisional leads
- KPIs and reporting requirements
- Intranet, forms and processes (see UM manual)
- Budget, EFT and Roster
- EMR orientation and downtime process of ward/unit

1:1 Meetings with;

- Divisional Director
- DONM
- Heads of Unit/Medical team
- Allied Health team of ward/unit
- Care Coordination- ACE/SNAP/Bed Management/CHCs
- Ops Managers for the Division
- Buddy UM
- Educator
- HR Business Partner
- Finance Accountant
- NMWU DDON – Recruitment and workforce planning

Add to site UM email group and WH UM email groups via advising kellie.tyson@wh.org.au

Enrol into WH UM Leadership program via email to NursingMidwiferyLeadershipPrograms@wh.org.au

First Month

- ADONMs, CNCs/CMCs relevant to ward/unit
- Best Care Coordinator
- Riskman Incident reporting & data reports
- WeLearn Training reports - dashboard
- Audit Schedule and tools
- MAP reporting and Dashboards
- Procurement and e-PACE
- FMIS
- Ordering – Imprest and non-stock items
- P&C Recruitment team
- OHS Coordinator & Return to Work/Injury Management Coordinator
- NMWU HeWs training session
- Roster On / People Hub / Recruitment system training
- N&M Research team
- ANMF organiser

Attendance at Divisional meetings;

- Unit Manager meetings
- DOS
- Divisional meeting – Ops, finance and performance
- Quality and Safety (as required)
- Finance and Operations
- Coffee catch ups
- Monthly 1:1 DONM meeting

Other considerations;

- UM Roster – Admin/clinical split
- AUM portfolios
- Handover from previous incumbent
- External stakeholders linked to unit/ward
- Volunteers