

Position Description

Position Title	Associate Nurse Manager
Position Number	30003692
Division	Clinical Operations
Department	Special Care Nursery
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	ANUM Year 1 - 2
Classification Code	YW11 - YW12
Reports to	Nurse Unit Manager
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

The Special Care Nursery Ward Team

The team is part of Bendigo Health's Women and Children Department.

The Special Care Nursery at Bendigo Health is a 10 bed unit delivering care for neonates and their families from a gestation of 32 weeks and 1500 grams. We provide babies with family-centred, multi-disciplined and personalised, high quality care whilst maintaining close links with the community. The team offers a warm and friendly environment.

The ward has eight specialist paediatricians, 24 hour paediatric registrar and resident medical officers and highly skilled paediatric focused nursing staff.

Bendigo Health provides facilities for a parent/guardian to stay in one of our 5 pod rooms overnight once the baby's condition is appropriate to be cared for in a single room. We encourage parents to be involved in their baby's care. We also a room with a double bed and bathroom which can be utilized for "rooming in" with parents/guardians prior to discharge.

The unit also provides midwifery home care following discharge from SCN for local families, and we liaise with other services to provide follow up for those babies and families from outside of the Bendigo region.

The Position

Managers at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group.

A manager at Bendigo Health should have, or aspire, to, the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement.

- To support the Nurse Unit Manager (NUM) in leading and managing the unit in line with Bendigo Health's (BH) policies and procedures, and the Strategic Plan.
- As a senior member of the nursing team, to provide and promote safe and quality nursing care and as dictated by the Australian Nursing and Midwifery Council (ANMC) national competency standards, the Code of Ethics and the Code of Professional Conduct for midwives in Australia.
- To deputise for the NUM in their absence.
- To practise and promote continuous improvement and a culture of learning and evidence-based practice
- As an Associate Nurse Manager you will be an integral part of the Special Care Nursery leadership Group monitoring, evaluating and implementing strategies to ensure clinical excellence within our unit. You will be a key contact for other units throughout the organisation and will be expected to develop and maintain positive and productive relationships with these stakeholders.

Responsibilities and Accountabilities

Key Responsibilities

- Respect the dignity, culture, values and beliefs of the family and their right to informed decision-making in the provision of care to the child.
- Maintain a physical and psycho-social environment which promotes safety, security, confidentiality and optimal health care for patient & family.
- Respond to clinical changes in patient condition and initiate intervention and consultation with relevant members of the multidisciplinary team as required.
- On admission, actively participate in the development of an effective discharge plan and provide appropriate carer education and referral to appropriate community providers.
- Demonstrate competency in performance of technical skills relevant to level of expertise.

Leadership / Management

- Responsible for workload delegation and achieving ratios.
- Delegate aspects of care according to role, functions, capabilities and learning needs and recognise own accountability and responsibility when delegating aspects of care to others.
- Monitor aspects of care delegated to others.
- Aware of the ability of other nurses & clerical staff members and ensure that they work within their competencies and education.
- Ensure staff are aware of their professional responsibilities and medico-legal obligations
- Ensure staff are accountable for their actions and that they respond appropriately
- Participates in regular forums with the management team

- Contemporary knowledge of information management systems, data collection, aggregation and use and record management to accepted standards and medico legal requirements
- Accept in charge responsibility in the absence of the Nurse Unit Manager and as required.
- Counsel staff as appropriate and as necessary and seek advice regarding ongoing problems
- Participate in multidisciplinary team meetings, case reviews, reviews of standards and specific unit practices.
- Undertake annual performance enhancement and identify learning needs.
- Involved in performance enhancement and regular feedback of other Nurses

Professional development

- Active in own ongoing professional development and actively encourages a supportive learning environment within the unit
- Participate in orientation, preceptorship and mentoring of new staff and students.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of neonates, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Current Registration with APHRA as a Division 1 Registered Nurse or midwife.

Desirable

2. Post graduate qualification in special care nursery or neonatal intensive care
3. Demonstrated high level of clinical knowledge and skills and awareness of current issues and trends relevant to neonatal care
4. Previous experience at a clinical management level in Women's and Children's services or related field
5. Sound appreciation of key concepts of quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards)
6. Demonstrated ability to contribute to and practice collaboratively as part of a multidisciplinary team
7. Demonstrated ability to effectively coordinate the clinical management of patients
8. Demonstrated high level of inter-personal skills with the ability to effectively liaise with other departments and health professionals within the organisation
9. Demonstrated ability to provide leadership in an environment of change
10. A personal approach which is positive, enthusiastic, friendly and helpful
11. Demonstrated ability or awareness of how to building a culture in which people thrive, creating a vision, fostering diversity, motivating and inspiring staff to perform well.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined “child-related role” at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health’s discretion and activities may be added, removed or amended at any time.