Position Description

Position Title	Associate Nurse Unit Manager
Position Number	30026466
Division	Clinical Operations
Department	Ward 5B
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Associate Nurse Manager Year 1 - 2
Classification Code	YW11 – YW12
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: Bendigo Health Website - About Bendigo Health
As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The 5B Associate Nurse Unit Manager (ANUM) is required to support the Nurse Unit Manager (NUM) in leading and managing the Surgical Unit in accordance with Bendigo Health policies, procedures and strategic plans, including during periods of absence.
The ANUM is responsible for the effective and efficient management of resources to support the delivery of high-quality services.
The ANUM should demonstrate the application of evidence-based practice, ongoing evaluation of outcomes and a commitment to continuous improvement in service delivery. They should also promote and support the organisational vision and standards of care.
The successful applicant will demonstrate enthusiasm, initiative and a willingness to contribute positively as part of a hardworking, close-knit team.

Responsibilities and Accountabilities

Key Responsibilities

- To assist in the planning, delivery and evaluation of a high standard of nursing care in consultation with the health care team, patient and carers.
- To provide safe customer-focussed patient care in an interdisciplinary environment. • To maintain and develop professional nursing standards and practice ensuring that annual competencies are met and continual learning needs are identified.
- To provide effective communication so as to include the patient, carers and the inter-disciplinary team in the immediate and ongoing health care
- To assess the need for and provide health education for patients and their carers.
- To refer relevant and important issues to the Senior Nurse or other health care team members
- To provide leadership and direction and act as a positive role model, providing mentorship/ preceptorship to less experienced nurses, including graduate nurses and under-graduate nursing students
- To work in your assigned team or within your stream as the need arises and in accordance with your clinical competencies.
- To be responsible for the checking of clinical equipment ensuring its safe operation and cleanliness prior to use.
- Ensure compliance with Bendigo Health risk management policy and guidelines.
- To promote Bendigo Health within, and external to the organisation. • To communicate effectively within and external to Bendigo Health.
- To promote practices, which comply with the policies and procedures of Bendigo Health and actively participate in the maintenance of relevant policies and procedures to ensure best practice.
- To participate in service development as required.
- To participate in team/departmental meetings and other organisational meetings as required.
- To participate in staff development and training as required (including annual mandatory training in fire/emergency, 'no lift', cardio-pulmonary resuscitation & infection control), and maintain a personal record of activities completed.
- To contribute to the collection of relevant clinical data.

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 as Registered Nurse with the Nursing and Midwifery Board of Australia.
2. Demonstrated clinical knowledge and skills relevant to general surgery.
3. Demonstrated commitment to ongoing professional development.
4. Computer literacy and/or willingness to develop computer skills.
5. Ability to work as part of an inter-disciplinary team as well as independently, with an ability to prioritise, set goals & objectives.
6. Demonstrated knowledge, experience and application of managerial skills.
7. Sound interpersonal and communication skills with a strong customer focus.

Desirable

8. Knowledge of and experience in quality improvement activities and flexibility to operate in an environment of change and continuous improvement
9. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

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.