

Position Description

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| Position Title | Associate Nurse Unit Manager |
| Position Number | 30010683 |
| Division | Clinical Operations |
| Department | Early Parenting Centre |
| Enterprise Agreement | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 |
| Classification Description | ANUM Year 1 to 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.

Women and Children Team

The team provide inpatient and outpatient care to women and children from across the Loddon Mallee region. This service comprises our Women's Health Clinics, Women's Ward and Birthing Suite, Special Care Nursery, Children's Ward and the Wayipunga Bendigo Early Parenting Centre. We offer a number of antenatal, intrapartum and postpartum care options including midwifery led antenatal care and obstetric care. Our service is supported by Lactation Consultants, Maternity Support Clinicians, Social Workers, Midwifery Home Care, Paediatric Homecare and an active education team. The staff work as a team with midwives, senior VMO's, staff specialists and junior medical staff in Obstetrics and Gynaecology. In paediatrics we are supported by VMO's and junior medical staff.

The Wayipunga Bendigo Early Parenting Centre

The new EPC is a dedicated facility to support mothers, fathers, parents, carers, families and their children up to four years of age. EPCs deliver a suite of core services, through a nurse-led multidisciplinary care team. High quality and safe EPC service delivery is best achieved through a workforce built on a strong nursing leadership team, including Maternal and Child Health (MCH) Nurses, that provides leadership and clinical oversight and support for the multidisciplinary clinical team.

The combined health and community services model is a strength of EPC service delivery, with a multidisciplinary team-based approach enabling the different disciplines to provide the right support and care to each family and child visiting an EPC.

EPCs recognise the health and wellbeing of mothers, fathers, parents and carers and the broader family impacts the child's health, wellbeing and development. EPC services aim to enhance the parent-child relationship, and support mothers, fathers, parents, carers and families with strategies to achieve their parenting goals in areas like sleep and settling, parent attachment, child behaviour, and parent and child health and wellbeing. Parents and caregivers are provided with strategies to respond to the issue in real and extended time (e.g., supporting children to settle during the day or night). This is achieved through stepped up, more intensive support services, including a day stay program and residential program.

The Position

The Associate Nurse Unit Manager (ANUM) is a valued and integral member of the EPC's leadership team. Working directly under the Nurse Unit Manager, the ANUM is responsible for leading and supporting the EPC's multidisciplinary team in ensuring the delivery of the highest quality care and support for children and families engaged in the residential and day stay programs.

The ANUM works competently within their scope of practice to deliver and lead safe, evidence based person-centred care to achieve optimal outcomes for all children. The ANUM is also responsible for coaching, role modelling, mentoring, and managing clinical staff to ensure optimal outcomes for all children.

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. Refer to link at top of page.

Responsibilities and Accountabilities

Key Responsibilities

Clinical

- Carry out practice in accordance with code of ethics, professional standards and legislation by maintaining current knowledge and competence within the scope of the position.
- Compliance with mandated requirements ensuring child safety and wellbeing at all times.
- Promotes nursing care that upholds the rights of the clients in relation to privacy and confidentiality.
- Provide safe, quality and clinically effective child and family health nursing in partnership with families.
- Demonstrate a knowledge of evidence-based practice that informs EPC's Model of Care and practice framework.
- Identify and manage actual or potential risks to children according to Bendigo Health's Policy and Procedures and legislative requirements.
- Engage with internal and external professionals, disciplines, and/or family stakeholders to enhance family goal achievement following discharge.
- Integrate cultural sensitivity and respect in all communications and interactions.
- Ensure familiarity and support of organisational accreditation requirements.
- Experienced at conducting group education sessions to families and staff.
- Maintain accurate documentation according to medico legal requirements.
- Ability to work a rotating roster across the EPC consisting of days, evenings and nights when demand requires

Leadership

- Implement a continuous cycle of assessment and evaluation of care and family and child action plans in accordance with family need, legislation, Bendigo Health's Policies and Procedures and the EPC Model of Care.
- Demonstrate excellent interpersonal and communication skills, working effectively with individuals, groups and as a member of a multi-disciplinary team, facilitating practice change and resolution skills.
- Role model supportive behaviours for staff and colleagues and promote a workplace culture reflective of Bendigo Health Values.
- Reflect on self and practice and identify areas for personal and professional growth.
- Work collaboratively with the NUM and Learning and Educational Development, to meet the learning needs/gaps of clinical staff.
- In collaboration with the EPC leadership team, contribute to developing a culture within the EPC which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their value, health and wellbeing.
- Support the NUM in addressing staff support requirements, performance management matters, outstanding mandatory training and other compliance activities.
- Lead implementation of quality improvements and new initiatives that focus on optimising the client experience and outcomes.
- Model the implementation of EPC practice guidelines (Framework, Model of Care, clinical procedures).
- Act as a role model in the adoption of a customer service focus for internal and external clients.
- Contribute towards EPC and Bendigo Health service accreditation and quality activities.

Operational Management

- Actively support the NUM with strategic, operational and workforce planning.
- Monitor staff workloads - ensuring staff are appropriately skilled and experienced, well supported and engaged with wellbeing practices, including Reflective Practice.
- Work closely with NUM and all relevant stakeholders in ensuring all risks, incidents, near misses and client feedback are investigated and addressed in a timely manner.
- Complete performance appraisals as directed by NUM, establishing staff development plans and facilitating performance appraisals.
- Ensure that the handover, a critical part of service delivery, is delivered effectively and in a timely manner.
- Ensure a high level of clinical documentation from reporting staff.
- Participate in internal EPC meetings and other external forums as required.

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 residents, 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 as a Registered Nurse and/or Midwife with the Nursing and Midwifery Board of Australia through the regulatory body, Australian Health Practitioner Regulation Agency (AHPRA).
2. Demonstrated ability to establish and maintain professional relationships with all levels within the organisation through the use of excellent interpersonal and communication skills.
3. Ability to prioritise, set goals and objectives and meet deadlines
4. A patient-centred focus with adaptability, diversity, innovative thinking and application of evidence into practice and self-management.
5. Up-to-date theoretical knowledge of family and child health, development and parenting.
6. Ability to work in partnership with parents/carers to enhance their parenting capacity.
7. Demonstrated experience in leading a multidisciplinary team.
8. Demonstrated understanding of contemporary theoretical approaches that underpin working with families experiencing vulnerability.
9. Understanding of the legislative requirements that guide all decision making and service delivery for vulnerable and at-risk children and families.

Desirable

10. Postgraduate qualifications in Perinatal Mental Health, Child and Family Health or equivalent

Additional Information

- EPC services close down for the period of Christmas/New Year and Easter and staff are encouraged to take annual leave at this time.
- This position may require day, evening and night duty hours

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 Australian Health Practitioner Regulation Agency (AHPRA). 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.

Drivers Licence A current Victorian driver's licence is required for this position.

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.