

Position Description

Position Title	Associate Nurse Unit Manager
Position Number	30102870
Division	Clinical Operations
Department	Cancer Services - Oncology
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	ANUM
Classification Code	YW11 – YW12
Reports to	Nurse Unit Manager – Cancer Services
Management Level	Tier 3 - Business Manager
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 and mental health services. We provide a wide range of general medical, surgical and speciality services including; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics and Mental Health Services.

Within a state-of-the-art hospital, the team provides high-quality services using the latest technologies. Our eleven operating theatres (including two endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

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.

THE CANCER CENTRE TEAM

The Bendigo Cancer Centre is a partnership between Bendigo Health and Peter MacCallum Cancer Institute, which brings together Medical Oncology, Haematology and Radiation Oncology treatment and consultative services, with the support of palliative care, allied health, and specialist nursing staff, pharmacy, clinical trials, MDM meetings and outreach clinics.

The radiotherapy service is provided by Peter Mac (Victorian Comprehensive Cancer Centre) and managed by a Site Manager and Clinical Director. Bendigo Health is responsible for radiotherapy nursing staff only.

The Oncology Service is provided by Bendigo Health. The Chemotherapy Day Unit is a day-stay unit providing a wide range of chemotherapy, hormonal therapy and biological response modifiers symptom support and medical infusions as well as access to clinical trials.

Cancer clinics operates outpatient consulting clinics including medical transcription typing and MDM Coordination

Cancer Services is comprised of four patient care areas:

- Chemotherapy Day Unit (including clinical trials, Symptom Urgent Review Clinic and Oncology Ward Liaison)
- Home Based Cancer Care Program
- Medical Infusions
- Radiotherapy Unit

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.

The ANUM position reports directly to the Nurse Unit Manager – Cancer Services, Bendigo Health. The ANUM role will provide support to the NUM Cancer Services in leading and managing the oncology nursing team in line with Bendigo Health’s policies and procedures, and the Strategic Plan.

The ANUM role has two key functionalities:

1. Clinical leadership and support to the Chemotherapy Day Unit (CDU) nursing team
2. Coordination of the day-to-day functions of the CDU

This role will be rotational (3 – 4 month rotations).

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

- Provide clinical leadership and act as a positive role model to all nursing staff.
- To work closely with the NUM Cancer Services and Director of Cancer Services to ensure seamless service delivery across the two health services
- In collaboration with and in the absence of the NUM, be responsible for the management and coordination of nursing activities and related services.
- In collaboration with and in the absence of the NUM, ensure that clinical practice reflects the quality improvement process, is evidence-based and meets relevant statutory requirements.
- Assist the NUM in maintaining patient flow through meeting acute activity based funding guidelines and regularly reviewing activity levels.
- Provide and promote safe, customer-focussed patient care in a multidisciplinary environment.
- Promote and develop professional nursing standards and practice ensuring that annual competencies are met and continual learning needs are identified.
- Provide and promote effective communication and education that includes the patient, family/carers and the multi -disciplinary team in the immediate and ongoing health care.
- Refer relevant and important issues to the NUM or other health care team members.
- Support the NUM in ensuring the unit’s business plan is developed, implemented, monitored and evaluated.
- Provide responsible management of human, financial and environmental resources within the unit in collaboration with the NUM.
- In collaboration with the NUM, monitor and manage nursing staff performance

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

Qualifications / Certificates / Registrations

1. Have a current registration as a Division 1 Registered Nurse with the Australian Health Professional Regulation Agency (AHPRA).
2. At least two years post graduate experience; post graduate certificate in Oncology Nursing and/or management or equivalent or willingness to work towards

Specialist Expertise and Knowledge

3. Demonstrate knowledge, experience and skills in oncology nursing and management practice.
4. High level interpersonal and communication skills with a strong customer-focus
5. Sound appreciation of key concepts of the National Safety and Quality Health Service Standards framework for quality improvement.
6. Ability to operate effectively in an environment of change
7. Ability to work as a senior member of a multi/inter-disciplinary team as well as independently.
8. Demonstrate a responsibility for own learning by undertaking professional development.
9. Demonstrated ability to prioritise, set goals & objectives and meet time-lines
10. Sound computer skills including Microsoft applications and clinical data bases

Personal Qualities

11. A personal approach which is positive, enthusiastic, friendly and helpful.

Desirable

12. Demonstrate involvement in professional activities and organisations (eg: Cancer Nurses Society of Australia, Radiotherapy subcommittee).

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

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.