

Position Description

Position Title	Associate Nurse Unit Manager
Position Number	30028359
Division	Clinical Operations
Department	Specialists Clinics
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	<ul style="list-style-type: none"> • National Police Record Check • Working with Children 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

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

The Position

The Associate Nurse Unit Manager (ANUM) in the Specialist Outpatient Clinics is responsible for providing effective leadership and management support within the outpatient setting.

This role involves overseeing the delivery of high-quality patient care, managing staffing requirements, and ensuring the efficient operation of the Specialist Outpatient Clinics.

The ANUM collaborates closely with the Nurse Unit Manager (NUM) and interdisciplinary team members to promote excellence in patient outcomes and service delivery.

Responsibilities and Accountabilities

Key Responsibilities

1. Leadership and Supervision:

- Provide leadership and strategic direction to the nursing and administration team that, in collaboration with the NUM, supports the Bendigo Health Strategic Plan and compliance with the Specialist clinics in Victorian hospitals – Access policy.
- Provide operational oversight of the nursing and administration team on a daily basis.
- This position will provide professional leadership to the nursing and administration team, both by direction and role-modelling, which ensures optimal patient outcomes. Ensuring adherence to best practices and organisational policies.
- Meaningfully interpret and communicate the organisations strategic direction and assist to create innovative work practices to assist staff in meeting KPIs.
- Foster a positive and collaborative work environment conducive to professional growth and development.
- This position will provide regular supervision, training opportunities, coaching, mentoring and guidance to its direct reports. This includes being responsible for performance management of staff whose performance is having a negative impact. The incumbent will assist with the annual performance reviews for nurses in according to the PRDP schedule.
- Actively participate in innovation and support the team through the change process. Develop and lead change management in such a way as to support and guide the nursing staff in an environment of continuous change.

2. Clinical Oversight:

- Ensure the provision of safe, effective, and evidence-based nursing care to patients attending the outpatient clinic.
- Monitor patient flow and clinic operations to optimise efficiency and minimise wait times.
- Collaborate with healthcare providers to coordinate patient care and facilitate seamless transitions between outpatient services and other healthcare settings.

3. Staffing and Resource Management:

- Participate in the recruitment, orientation, and ongoing education of nursing staff.
- Allocate resources effectively to meet patient care demands and maintain appropriate staffing levels.
- Manage rostering, leave planning, and staff scheduling to ensure adequate coverage on any given day.
- Organise workflow of nursing staff to ensure safe and effective nursing care is provided.
- Ensure that policies and procedures are understood and adhered to and participate in staff development and training as required.

4. Quality Improvement and Compliance:

- Implement quality improvement initiatives to enhance patient outcomes and service delivery.
- Monitor compliance with relevant regulatory standards, policies, and procedures.
- Participate in clinical audits, incident reporting (through VHIMS), and risk management activities as required.

5. Communication and Collaboration:

- Facilitate effective communication and collaboration among interdisciplinary team members, including physicians, allied health professionals, and administrative staff.
- Serve as a liaison between nursing and administration staff and management, conveying concerns, feedback, and recommendations for improvement.
- Actively participate in meetings, committees, and forums related to outpatient clinic operations and patient care.

Key Selection Criteria

Essential

1. Current registration with AHPRA as a Registered Nurse
2. Thorough understanding and working knowledge of the Victorian Public Hospitals Access Policy and Statewide Referral Criteria.
3. Experience in nursing at a senior level in a wide range of areas both medical and surgical
4. Demonstrated ability to lead a team to provide exceptional service
5. Demonstrated ability to actively support innovation and service development as well as an ability to adjust work practices to accommodate change.
6. Demonstrated ability to continually strive to achieve the best service with the resources available.
7. Demonstrated ability to work as part of a team, as well as work independently

Desirable

8. Knowledge of IT systems used at Bendigo Health

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.
- 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.