

Position Description

Position Title	Associate Nurse Unit Manager
Position Number	30010472
Division	Clinical Operations
Department	Cardiology
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	Tier 4 - Shift Managers, Team Leaders & Supervisors
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 • 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 Cardiology/Cardiac Catheter Laboratory (CCL) ANUM will play an integral role within the cardiac team to coordinate, negotiate and manage the transition of care for patients throughout all areas of the cardiac service.

You will work with the Cardiology and CCL Teams and assume responsibility for planning and co-ordination of the patients to facilitate timely access for patients requiring elective procedures. Liaise with Consultants, anaesthetists, CCL staff in management of lists. Clinical knowledge and skills are maintained so that expert guidance and support is provided to patients. You will also liaise with clerical staff to ensure appropriate scheduling of outpatient appointments and diagnostic and interventional cardiology procedures.

Responsibilities and Accountabilities

The position assumes responsibility for the planning and coordination of the patient by liaising with the multi-disciplinary team. Undertake the full range of clerical activities associated with management of patients on the elective surgery waiting list. Compilation of CCL lists with attention to session times, avoiding overruns, category times and treat in turn policies.

Key Responsibilities

Working as part of the Cardiac Services team within Bendigo Health your responsibilities will include the following:

- Planning and coordination of the patient for elective surgery.
- Ensure bookings promote effective and efficient time utilisation in the CCL.
- Adequate and appropriate liaison with the multi-disciplinary team is maintained to facilitate timely access for patients requiring elective surgery.
- Managing appointments ensuring that patients are notified in a timely manner and that the complexity of patients are allocated a date for surgery according to need.
- Ensure patients are treated within Category times as set down by the Elective Surgery Access Guidelines.
- Provide regular relevant waiting list reports.
- Liaise with Consultants, anaesthetists, CCL staff to develop a consultative relationship to improve processes and services in management of patients.
- Forecast admissions and plan for CCL activity by monitoring leave and replacement to maintain activity.
- Assume responsibility for the quality of service provided to patients awaiting elective procedure.

Key Selection Criteria

Essential

1. Current Division 1 Nurse Registration with Australian Health Practitioner Regulation Agency (AHPRA).
2. A post graduate qualification or at least 1 years' experience in a related specialty area.
3. Demonstrated advanced clinical skills and experience in cardiac practice, including referral management, patient education, and ongoing clinical management.
4. Proven ability to work both independently and collaboratively within a dynamic, multidisciplinary team.
5. Demonstrated self-motivation and enthusiasm, with strong problem-solving abilities and effective time-management skills.
6. Demonstrated capacity to manage a clinical caseload, meet deadlines, maintain schedules, and set and achieve goals as required.

7. Highly developed verbal, written and interpersonal communication skills, with the ability to engage effectively with patients, families and multidisciplinary team members.
8. Proficient information technology skills, including email, internet navigation and Microsoft Office applications, with the capacity to learn and adapt to new digital systems, software and communication platforms as required.

Desirable

9. Demonstrated ability to work effectively within a multidisciplinary and multi-functional team environment.
10. Ability to work flexibly, adapt quickly, and remain effective and responsive in a rapidly changing environment.

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.