

Position Description

Position Title	Associate Nurse Unit Manager - Night
Position Number	30011240
Division	Clinical Operations
Department	Theatre
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Associate Nurse Unit Manager Year 1 - 2
Classification Code	YW11 - YW12
Reports to	Nurse Unit Manager - Theatre
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• 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](#)

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 Associate Nurse Unit Manager Theatre is a key role within Perioperative Services. There are two types of ANUM's; Speciality ANUM's that are in charge of specific speciality surgery during the day and the Theatre Coordinator ANUM's that run the Theatre department during the day and after hours.

The Associate Nurse Unit Manager Theatre, incorporates the following types of ANUM roles: -

- ANUM – Speciality Theatres
- ANUM – Monday – Friday Day Floor Coordinators
- ANUM – After Hours Floor Coordinators

This position demands a broad knowledge base and managerial skills in perioperative nursing with a specific focus on technology and resources. The successful applicant must have a comprehensive working knowledge of current equipment, and be able to lead as required. All ANUM's are also required to maintain their clinical Scrub/Scout skills whilst working as an ANUM.

This position will be responsible for ensuring that the team is equipped to deliver strategic goals of the organisation by managing, coaching and supporting direct reports.

The Associate Nurse Unit Manager Theatre will be required to support the Theatre Nurse Unit Manager in leading and managing the unit in line with the Bendigo Health policies and strategic plans and work up into that role if so delegated. After hours and Speciality ANUM's may also be rostered, to cover the ANUM – Day Floor Coordinator role to ensure guidance and leadership to all staff within the department.

Responsibilities and Accountabilities

Key Responsibilities

1. Leadership

- Deputise for the NUM in their absence and work up into that role if so delegated.
- Excellent communication is required to ensure the NUM Theatre and the other ANUM's are kept up to date with issues as they arise that effect the running of Theatre lists.
- Contribute to the organisational strategic planning process by planning, setting and monitoring clear targets for the team plan and ensuring that projects are linked to policies and procedures and the goals of the organisations strategic plan.
- Contribute to providing a standard of excellence in customer service. This will be measured internally via staff surveys and externally via customer and community feedback to ensure that the organisation is delivering professional and efficient customer service.
- Clinical risks must be reported to the Nurse Unit Manager Theatre or designated ANUM in charge and documented in the incident data base.
- Management of daily roster shortfalls ensuring replacement of sick leave and managing staff allocation.
- To complete the monthly roster in a timely manner in accordance with the roster guidelines ensuring staff are rostered to the complexity of the speciality required.

2. Financial Accountability

- To contribute to all clinical/non-clinical reporting including qualitative and quantitative analysis as required and within time constraints.

- To comply within delegated authorities and financial limits.
- To escalate any problems or issues directly to the NUM.
- To be financially conscious of the quality, risk, OH&S and other legislative requirements when implementing systems, processes and practices.
- To demonstrate strong problem-solving skills, including the ability to develop new processes and make improvements to processes and services.

3. Contracts & People Management Accountability

- To assist in driving the development of a high-performance culture through strong leadership and assist to create innovative work practices to assist with the change process. ANUM's are expected to complete a yearly quality improvement activity and also supporting their reporting staff to do so.
- To provide regular supervision, training opportunities, coaching, mentoring and guidance.
- Complete annual performance reviews on time and be responsible for addressing issues that negatively impact upon performance.
- Be responsible to address any issues associated with working together such as dealing with differences, conflict, shared goals and team morale as they occur.
- Assist with Contract Management processes for all Theatre items including service level agreements, consignment stock and equipment items and complete the associated KPI's.

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 Division 1 Registered Nurse with AHPRA, holding a Post Graduate qualification in Perioperative Nursing and/or Post Graduate in Health Management or Perioperative Management experience.
2. Leadership qualities with proven ability to direct, enthuse and encourage a multi-disciplinary team with an emphasis in negotiation and conflict resolution skills.
3. A commitment to continuous quality improvement and knowledge of workplace statutory OH&S, ACORN Standards AS4187 and other regulatory requirements and their impact upon nursing care delivery.
4. Demonstrated current, advanced Perioperative Nursing skills with a high level of clinical decision making and time management skills.
5. A high level of interpersonal and communication skills with the ability to work and liaise with a multidisciplinary team including a strong customer focus.
6. Demonstrated ability to show strong leadership while managing and directing staff during times of complex situations and the ability to trouble shoot and source key personnel to resolve issues.
7. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills and be flexible to operate in an environment of change and continuous improvement.
8. Strong computer literacy skills which include the Microsoft office package with the ability to adapt quickly to other computer programs within the organisation e.g., Electronic Patient Records (ePR), iPM, DMR, SharePoint, VHIMS, QIS.

Desirable

9. Demonstrated knowledge and experience in staff recruitment, Performance Review & Development Plan (PRDP), Policies & Procedures development and Fixed Assets Purchase Approval Form (FAPAF).

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.