

Position Description

Position Title	Associate Nurse Manager
Position Number	30013295
Division	Community and Continuing Care
Department	Marjorie Phillips Respite Unit
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Assoc Nurse Unit Manager Y1 – Y2
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	• National Police Record Check • Aged Care Banning Order Register • National Disability Insurance Scheme (NDIS) 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

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.

- To support the Nurse Manager/Facility Manager/Clinical Manager in leading and managing the unit in line with Bendigo Health (BH) policies and procedures, and the Strategic Plan.
- As a senior member of the nursing team, to provide and promote safe and quality nursing care as dictated by the Australian Nursing Council (ANC) national competency standards, the Code of Ethics, and the Code of Professional Conduct for nurses in Australia.
- To deputise for the Nurse Manager/Facility Manager/Clinical Manager in their absence.
- To practise and promote continuous improvement and a culture of learning and evidence-based practice.

Responsibilities and Accountabilities

Key Responsibilities

Specific responsibilities:

- To provide and promote safe resident care in an interdisciplinary environment.
- Provide treatment, assess residents, develop care plans and strategies to support dignity and choice
- Provide clinical leadership and act as a positive role model to all nursing and care staff.
- In collaboration with the Management team ensure that clinical practice reflects the quality improvement process, is evidence-based, and meets relevant statutory requirements.
- Ensure appropriate allocation of staff mix including actioning staff replacement in line with policy.
- Consultation with the health care team, patient/resident, and carers to provide, assist and supervise the planning, delivery, and evaluation of a high standard of quality nursing care.
- To promote practices, that complies with the policies and procedures of BH and actively participates in the maintenance and implementation of relevant BH policies and procedures to ensure best practice.
- To promote and develop professional nursing standards and practice ensuring that annual competencies are met, and continual learning needs are identified.
- To provide and promote an effective communication that includes the resident, carers and inter - disciplinary team within and external to Bendigo Health.
- To assess the need and provide health education for all stakeholders.
- Assist and facilitate discharge planning
- To contribute to the collection of relevant clinical data

- To refer relevant issues to the Nurse Unit Manager or other health care team members.
- To support the Nurse Unit Manager in ensuring the unit's business plan and quality improvement plan are developed, implemented, monitored and evaluated.
- To support the Nurse Unit Manager to ensure the safe operation and cleanliness of all clinical equipment according to relevant standards
- Ensure compliance with BH risk management policy and guidelines.
- To promote Bendigo Health within, and external to the organisation.
- To participate and be an active member in team/departmental meetings, other organisational meetings and organisational development as required
- To provide responsible management of human, financial and environmental resources within the unit in collaboration with the Nurse Unit Manager.
- In collaboration with the Nurse Unit Manager monitor and manage nursing/staff performance in line with PDRP policy.
- Identification of staff that require educational support and escalate to NUM and be involved in/support implementation of staff development programs.
- To participate in staff development and training as required (including annual mandatory training in fire/emergency, cardio-pulmonary resuscitation, infection control & 'safe manual handling'), and maintain a personal record of activities completed.

2. Residential Services specific activities

- To ensure a current understanding of contemporary issues and practices affecting the holistic management of residents (i.e., complex physical needs of residents, managing behaviours relating to dementia/depression, younger people with acquired brain injuries).
- To maintain a current knowledge of the documentation required for Aged Care and ensure their implementation to optimise resident outcomes.
- To maintain a practical working knowledge of Aged Care legislation inclusive of the Aged Care Quality Standards
- You are required to notify your employer and document all incidents of alleged or suspected assaults (including unreasonable use of force and unlawful sexual contact) so that the appropriate response can be undertaken to ensure the health, safety, and wellbeing of residents, and to meet record keeping responsibilities under the Act.
- The law also requires staff to report missing residents in certain circumstances so Bendigo Health can respond in line with legislation.

Key Selection Criteria

Essential

1. Relevant postgraduate qualifications to the clinical area e.g.: Gerontology or ability to work towards
2. Demonstrated knowledge, experience, and skills of management practice
3. Demonstrated knowledge and experience in quality improvement and the Aged Care Quality Standards
4. Demonstrated commitment to ongoing professional development
5. Demonstrated clinical knowledge and skills relevant to the Unit speciality, including knowledge of the ANC competency standards and Codes of Practice / Ethics and relevant statutory requirements

6. Sound interpersonal and communication skills with a strong customer-focus
7. Ability to operate effectively in an environment of change
8. Ability to work as a team member of a multi/inter-disciplinary team as well as independently
9. Ability to interact and communicate with a diverse range of people at all levels
10. Ability to identify clinical deterioration of the resident/consumer and provide clinical leadership, mentoring and support to junior staff

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.