

Position Description

Position Title	Associate Nurse Unit Manager, Theatre
Position Number	30025450
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

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, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

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.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

The Theatre Department

The team is part of Bendigo Health's Surgical Services Department.

The Interventional Suite at Bendigo Health consists of: 11 main operating theatres, 3 procedure rooms, Sterilising Department, Stage 1, 2 and 3 recovery room areas and Day of Surgery Admissions. More than 12,000 elective and emergency surgical procedures are completed every year. Interventional suite staff are required to adapt quickly to emergency situations which can take place at any time during a 24 hour period, seven days a week. Emergencies can include critically ill, obstetrics' and trauma patients.

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.

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.

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

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).

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

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

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.