

## Position Description

Position Title	Associate Nurse Unit Manager
Position Number	30025991
Division	Clinical Operations
Department	Orthopaedic Ward 4B
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 (NUM)
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Immunisation Requirements</li> </ul>

### 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 ANUM provides leadership, coordination, and clinical expertise to ensure safe, high quality, patient centred care within the acute orthopaedic ward. This role supports the NUM in operational management, staff supervision, patient flow, and maintaining professional standards. The ANUM acts as a role model, clinical resource, and shift leader, promoting excellence in orthopaedic nursing practice.

## Responsibilities and Accountabilities

### Key Responsibilities

#### 1. Clinical Leadership

- Provide advanced clinical support in acute orthopaedic care, including trauma, post operative management, and complex mobility needs.
- Lead and coordinate daily ward operations, ensuring safe staffing, skill mix, and workload allocation.
- Support evidence based practice and promote adherence to clinical guidelines and hospital policies.
- Act as a resource for staff in managing orthopaedic complications, pain management, neurovascular assessments, and discharge planning.

#### 2. Patient Care & Safety

- Ensure delivery of high quality, person centred care aligned with the National Safety and Quality Health Service (NSQHS) Standards.
- Monitor patient flow, bed management, and timely escalation of clinical concerns.
- Promote a culture of safety, including incident reporting, risk mitigation, and continuous improvement.
- Facilitate multidisciplinary collaboration with physiotherapy, occupational therapy, medical teams, and allied health.

#### 3. Staff Support & Supervision

- Provide leadership, mentorship, and support to nursing staff, graduates, and students.
- Conduct performance conversations, provide feedback, and support professional development.
- Assist with orientation and competency assessment of new staff.
- Foster a positive, respectful, and inclusive team culture.

#### 4. Operational & Administrative Duties

- Support the NUM with rostering, resource allocation, and daily operational decision making.
- Contribute to quality improvement initiatives, audits, and accreditation activities.
- Maintain accurate documentation, incident reports, and communication logs.
- Participate in meetings, committees, and working groups as required.

#### 5. Professional Conduct

- Uphold the NMBA Registered Nurse Standards for Practice and Code of Conduct.
- Demonstrate leadership aligned with the hospital's values and strategic goals.
- Maintain confidentiality, professionalism, and ethical behaviour at all times.

## Key Selection Criteria

### Essential

1. Current AHPRA registration as a Registered Nurse.
2. Significant experience in acute orthopaedic or surgical nursing.
3. Demonstrated leadership capability and experience coordinating shifts.
4. Strong clinical decision making and problem solving skills.
5. Excellent communication, negotiation, and interpersonal skills.
6. Ability to work effectively in a fast paced, multidisciplinary environment.
7. Commitment to patient safety, quality improvement, and evidence based practice

### Desirable

8. Postgraduate qualifications in leadership, management, or orthopaedic nursing.
9. Experience with electronic medical records and hospital patient flow systems.
10. Understanding of Victorian public health governance and NSQHS Standards.

## 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.*