

Position Description

Position Title	Associate Nurse Unit Manager - Haemodialysis
Position Number	30026875
Division	Clinical Operations
Department	Renal
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 – Renal Services
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 5,000 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, 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.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's (including an Early Parenting Centre) 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 covering the Loddon Mallee region. 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 Renal Department

The team is part of Bendigo Health's Acute Ambulatory and Critical Care Department.

The Bendigo Health Renal Team offers comprehensive and multidisciplinary assessment, care and management of kidney disease and kidney failure and is the key renal hub referral centre for the Loddon Mallee region. One of our overarching ambitions is to work collaboratively with the multidisciplinary team, other specialties and Primary Care to provide first class evidence-based services for individuals with chronic and end stage kidney disease in consultation with them and with a view to promote informed choice, optimum health and quality of life.

A suite of nephrology services, including specialist clinics and well-equipped inpatient dialysis services, are provided in the Bendigo Hospital in Mercy Street and the Clinical Services Campus.

Kidney transplantation remains the gold standard and treatment of choice for individuals with end stage kidney failure who are medically suitable for this treatment option.

The Community Dialysis Unit (CDU) is a day admission service that provides holistic care and support to people with end stage kidney failure who are dialysis dependent and who require an environment of supervision and care in a community-based health facility. It is located on Level 4, Clinical Services Campus.

The Acute Dialysis Unit (ADU) located in Ward 4A provides inpatient dialysis services for people with acute kidney injury and for those with end stage kidney disease who require hospital admission or increased medical supervision, generally for a limited period of time.

The Home Dialysis Unit (HDU) is designed to offer services that promote self-determination, independence, flexibility and quality of life with kidney failure treatment and health promotion strategies targeted primarily in the home environment. The program is multifaceted and multidisciplinary in recognition that successful self-care for an individual in the home relies on holistic care and consumer and carer participation,

engagement, confidence and satisfaction. HDU offers education, training and support for both peritoneal and home haemodialysis programs.

The Position

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As part of the leadership group, you will play a pivotal role in guiding and supporting our dedicated nursing team. You will model and promote evidence-based practice, foster a culture of continuous improvement, and contribute to strategic service development. Your ability to inspire, mentor, and empower others will help shape the future of our service.

At the heart of our Dialysis Service is a strong team spirit. We work collaboratively across the multidisciplinary team, encourage open feedback, and appreciate each other's strengths and successes. Our leadership fosters a supportive environment where professional growth is valued, achievements are celebrated and the team is supported to be active, engaged contributors to high-quality, patient-centred care.

Responsibilities and Accountabilities

Key Responsibilities

1. Strategic alignment

Leadership – 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.

Deliver Results – This position will be required to 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 the goals of the organisations strategic plan.

Service Excellence – As part of working as one this position will 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.

2. Financial accountability

Analysis and Problem Solving – This position will contribute to all clinical/ non-clinical reporting including qualitative and quantitative analysis as required accurately and within time constraints.

Compliance – This position will comply with all delegated authorities and limits and actively communicate any problems, changes or issues that senior management should be aware of. It will also be conscious of the quality, risk, OH&S and other legislative requirements there are when implementing systems, processes and practices.

Innovation – This position will demonstrate strong problem-solving skills, including the ability to develop new processes and make improvements to processes and services.

3. People management accountability

Communicate with influence –This position will assist in driving towards the development of a high-performance culture through strong leadership. It will meaningfully interpret and communicate the organisations strategic direction and assist to create innovative work practices to assist staff with the change process.

Performance Management - This position will provide regular supervision, training opportunities, coaching, mentoring and guidance to its direct reports. The incumbent will ensure that the annual performance reviews for its direct reports are completed on time. This includes being responsible for addressing issues that negatively impact performance.

Collaboration – This position will develop a collaborative and effective team by communicating meaningful information regularly. The position will also manage professionally and in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.

4. Technical/clinical accountability

- Provide clinical leadership and act as a positive role model to all nursing staff.
- Maintain patient caseload.
- Work across both acute and community sites as required.
- In collaboration with the NUM, ensure that clinical practice reflects the quality improvement process, is evidence-based and meets relevant statutory requirements.
- Consult with the health care team, patient and carers to assist and liaise the planning, delivery and evaluation of a high standard of quality nursing care.
- Provide and promote safe, customer-focused patient care in an interdisciplinary environment.
- Promote professional nursing standards and practice ensuring that annual competencies are met and continual learning needs are identified.
- Provide and promote effective communication that includes the patient, carers and the interdisciplinary team in the immediate and ongoing health care.
- Assess the need for and provide health education for patients and their carers.
Refer relevant and important issues to the NUM or other health care team members.
- Support the NUM in ensuring the unit's business plan is developed, implemented, monitored and evaluated.
- Participate in working parties/committees as required.
- Participate in the development/review of policies, procedures, and other continuous quality improvement strategies.
- Participate in the accreditation process.
- Provide responsible management of human, financial and environmental resources within the unit in collaboration with the NUM.
- Support the NUM to ensure the safe operation and cleanliness of all clinical equipment according to relevant standards.

This position description is not exhaustive and the incumbent may be requested to perform any reasonable task within the scope of the position as requested by the Nurse Manager.

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 a Registered Nurse Division One with the Australian Health Partitioner Regulation Agency (AHPRA)
2. Post graduate qualification in renal / nephrology care (preferable)
3. At least three (3) year's postgraduate experience in Renal Nursing
4. Current haemodialysis experience (acute/chronic)
5. Demonstrated high level experience and skill in the provision of renal care across the continuum with demonstrated experience in collaborating with individuals, care givers and the multidisciplinary team
6. Proven capacity to work as a senior member of a multidisciplinary team, with demonstrated leadership skills and commitment to act as a strong advocate for our workforce and patient outcomes
7. High level interpersonal and communication skills with a strong customer focus
8. Demonstrated knowledge and experience in quality improvement and innovation
9. Flexibility to operate in an environment of change and continuous improvement
10. Demonstrated evidence of commitment to ongoing education and professional development

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.

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.