

Position Description

Position Title	Associate Nurse Unit Manager
Position Number	30100041
Division	Clinical Operations
Department	Intensive Care Unit
Enterprise Agreement	Nurses And Midwives (Victorian Pub 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
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

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

The Position

There are two distinct roles within the ANUM position.

ANUM Role

The ICU Associate Nurse Unit Manager (ANUM) forms part of the ICU nursing leadership team and ensures the safe, timely and complete care of the patient by acting as an expert clinical resource. The Associate Nurse Unit Manager (ANUM) is also responsible for the safety and support of clinical staff.

Patient Flow Navigator Role

The ICU Patient Flow Navigator (PFN) forms part of the ICU nursing leadership team providing clinical and logistical resource to the unit to maintain optimal patient flow and ICU service capacity. The PFN will coordinate patient movement within ICU in liaison with the relevant clinical teams and organisational Patient Flow Coordinator (PFC).

The ANUM and PFN roles will be rostered independently from within the ANUM group. Shift vacancies to the PFN role will be staffed preferentially by ANUM staff as a priority.

Responsibilities and Accountabilities

Key Responsibilities

1. Performs both PFN and ANUM duties as rostered
2. The ANUM/PFN must be a leader in excellent patient care. They must be a clinical resource to others and an in0depth understanding and capability in regard to complex patient conditions, management and systems. They must display leadership in all situations.
3. Manages patient flow and staffing requirements in ICU. Communicates reduction in ICU service capacity to the NUM and PFC when impacted by staffing of increased service demand.
4. Responsible for data entry into the Adult Retrieval Victoria database, CHRIS, EPR (bed status), VICNISS on weekends and public holidays.
5. Attend 0800 medical handover and liaise with the Duty consultant, ICU outreach team and ANUMs to identify patients ready for transfer to the ward or discharge home.
6. Comprehensive knowledge and understanding of all ICU and hospital wide patient flow KPI's and the unit Statement of Priorities.
7. Responsible for ensuring that the team is equipped to deliver strategic goals of the organisation by managing, coaching and supporting ICU staff. Identify barriers to patient flow and notify the NUM as required. A key role will be to work with the NUM to develop strategies that will ensure that barriers are addressed.
8. Provide regular supervision, training, coaching, mentoring and guidance to ICU staff. Assist with annual performance reviews and address issues that negatively impact performance and patient flow.
9. Report nursing staff identified as requiring clinical and educational support and discuss with the NUM and Clinical Nurse Consultant (CNC) team as appropriate so support can be implemented.
10. Assist in driving towards a high-performance culture through strong leadership. Meaningfully interpret and communicate the organisations strategic direction and assist to create innovative work practices to assist staff with the change process.
11. Demonstrate strong problem-solving skills, including the ability to develop new processes and make improvements to processes and services through planning, setting and monitoring clear targets for the team. Ensuring goals are linked to ICU/organisational strategic plan and patient flow.

12. Assists the ICU in recording key quantitative and qualitative data and provides reports to the NUM, Clinical Director as appropriate.
13. Develop a collaborative and effective team by communicating meaningful information regularly. Manage professionally and in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.
14. Manage the portfolio allocated as part of the ICU nursing leadership team. This

Key Selection Criteria

Essential

1. Post Graduate qualifications in Critical Care and Current registration as Registered Nurse with the AHPRA
2. Minimum 5 years' experience as a Critical Care Registered Nurse
3. Thorough understanding of ICU and hospital wide access performance indicators
4. Experience in patient flow management and bed management practices
5. Ability to work as part of a team, as well as to work independently
6. A willingness and ability to learn
7. Ability to interact and communicate with a diverse range of people at all levels
8. A personal approach which is positive, enthusiastic, friendly and helpful

Desirable

9. Flexibility to operate in an environment of change and continuous improvement
10. Recent Intensive Care Unit experience

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.
- 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.