

Position Description

Position Title	Associate Nurse Manager
Position Number	30100769
Division	Clinical Operations
Department	Cardiac Catheter Laboratory
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
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 • 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

The Cardiac Catheter Laboratory team work under the direct supervision of the Manager of Cardiac Catheter Laboratory. Staff work as a team to cover all aspects of work in the laboratory. The aim is to provide world class and seamless care to patients on their journey through the laboratory.

The successful applicant should be willing to be part of a hardworking, close-knit team. The primary responsibilities of the Cardiac Catheter Laboratory Associate Nurse Unit Manager (ANUM) are to optimise the patient flow through the department and to ensure that care is delivered in a safe and timely manner.

The ANUM is required to support the Nurse Unit Manager of the Cardiac Catheter Laboratory as directed. Working together with other team members of the entire interventional suite is essential. Positions of management demand a broad knowledge base, leadership and managerial skills specific to the role.

The successful applicant must have a comprehensive working knowledge of current procedures and be able to lead as required.

Responsibilities and Accountabilities

The role of Cardiac Catheter Associate Nurse Manager would involve the running of the unit's day to day clinical operations in conjunction with the NUM and medical staff. Understanding the staff mix and abilities to provide the best care for patients while making sure all staff is provided with the necessary experiences to improve their capabilities.

You will work in all areas of the laboratory which includes admissions, scrubbing, scouting, cardiac monitoring, recovery and discharge, plus some on call pro rata as rostered.

All ANUM's are required to have portfolios and other managerial duties may be delegated as directed by the Nurse Unit 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.

Key Responsibilities

- Triage patient referrals from within and outside of the organisation to ensure list management on a day-to-day basis is effective and within the limits of the available time and staff capabilities
- Liaise with the bed manager and other departments acting as the key contact person on a day-to-day basis to achieve the best patient flow through the organisation
- Provide clinical supervision to Cath Lab staff and allocate tasks on the basis of the staff's designation, and to meet the standard of nursing care in the Unit as defined by the Bendigo Health policies and procedures
- Provide supervision of staff to ensure that nursing staff undertake nursing assessments and develop independent skills and abilities to provide proficient treatment and recovery for patients
- Provide expert cardiac advice and education to patients and carers which is reflective of best practice in cardiac management. Ensure patients are contacted by the allocated preadmission

nurse in regards to their booking to minimise patient anxiety and primarily avoid unnecessary cancellations on the day.

- Provide phone advice and support to patients utilising Cardiac Services and discuss issues with medical staff
- Ensure all equipment required to provide treatment and care is available
- Develop and implement action plans to improve staff development
- In the absence of the Unit Manager, co-ordinate and oversee the provision of non-nursing functions and activities to ensure that the relevant standards are met.
- Contribute to the development of nursing practices and procedures and provide informal training on the shift to staff
- Facilitate staff and staff replacement via relevant BH systems
- Allocate staff to relevant areas within the Cath lab according to training, skill mix, breaks and the workload within the day to day running of Cath lab.

Key Selection Criteria

Essential

1. Current registration with AHPRA (Australian Health Practitioner Regulation Agency) as Registered Nurse
2. Post graduate qualification in Coronary/Critical Care Nursing or greater than 6/7 years' experience in the Cardiac Catheter Laboratory and management experience desirable.
3. Demonstrated clinical knowledge and skills for Cardiac Catheter Laboratory
4. Leadership qualities with proven ability to direct, enthuse and encourage a multi-disciplinary team
5. Demonstrated negotiation and conflict resolution skills
6. Previous management experience
7. Knowledge of and experience in quality improvement activities
8. Demonstrated commitment to ongoing professional development.

Desirable

9. Demonstrated knowledge of current issues, trends and research in clinical nursing and particularly in the area of clinical speciality.

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.