

Position Description

Position Title	Associate Nurse Manager – Ward 4C
Position Number	30101350
Division	Clinical Operations
Department	Ward 4C (Rehab)
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	• 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 Associate Nurse Unit Manager position provides leadership, direction and support to staff, patients and families on the Rehabilitation and GEM unit 4C. The role supports the Nurse Unit Manager and is responsible for the delivery of compassionate, evidence-based person-centred care.

This position supports Bendigo Health's Strategic Plan by contributing to excellence in clinical care, workforce capability, and consumer experience while aligning with the organisation's values of caring, passionate, and trustworthy service.

Responsibilities and Accountabilities

Key Responsibilities

- Demonstrate a commitment to ongoing professional development; participate in relevant professional development programs and complete all mandatory training requirements.
- Demonstrated ability to contribute to and practice collaboratively as part of a multidisciplinary team.
- Participate in team/departmental and organisational meetings and service development as required.
- Provide leadership and direction performing as a positive role model providing mentorship to nurses, including undergraduate nursing students.
- Participate in the annual Performance Development and Review of staff.
- Be proactive in discharge planning of patients to ensure safe, timely and successful discharges.
- Maintain excellent verbal, written and electronic documentation of patient care.
- Ensure the referral waitlists are monitored and accurate. Continual liaison with the medical teams to ensure they are aware of referrals and review to accept or decline.
- Co-ordination of the weekly Multidisciplinary Meetings.
- Plan admissions based on the waitlist in consideration of hospital demand, in consultation with the NUM and Patient Flow.
- Complete referrals, assessments and documentation in a timely manner to ensure seamless care co-ordination and facilitate care progression. For Example, FIM, DNS, MAC, TCP, OPMH

Key Selection Criteria

Essential

1. Current registration as a Registered Nurse with AHPRA (Australian Health Practitioner Regulation Agency)
2. Demonstrated ability to contribute to and practice collaboratively as part of a multidisciplinary team.
3. Demonstrated ability to communicate effectively with patients, visitors and staff at all levels within the organisation.
4. The ability to escalate care of the deteriorating patient remaining supportive of staff, the patient and family throughout escalation.
5. Strong leadership skills with a commitment to ongoing learning and portfolio ownership.
6. Minimum 3 years' experience working within a Rehabilitation and GEM field.
7. FIM credentialed.

Desirable

8. Post graduate qualification in Rehabilitation.
9. Knowledge and understanding of National Safety and Quality Health Care Service (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.