

Position Description

Position Title	Associate Nurse Manager
Position Number	30101676
Division	Clinical Operations
Department	Palliative Care and Evaluation 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 • 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

Managers at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group. A manager 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 Associate Nurse Unit Manager – Specialist Palliative Care and Evaluation Unit (SPECU) is responsible for supporting the Nurse Unit Manager in the operation and management of Specialist Palliative Care and Evaluation Unit, and is part of the Specialist Palliative Care Service (SPCS).

The high level objectives of the position include:

- To lead and manage the operations of SPECU in line with Bendigo Health's policies and procedures, the Strategic Plan, Department of Health and Human Services vision and policy, and the Department of Health Aged Care requirements in the absence of the NUM
- To ensure safe and quality care is provided and promoted
- To practise and promote continuous improvement and a culture of learning and evidence-based practice.
- To ensure provision of high quality Palliative Care in SPECU
- Promote partnership with the other areas of the SPCS

Responsibilities and Accountabilities

Key Responsibilities

- Provide operational leadership and direction for the Specialist palliative care and evaluation unit, ensuring a high quality of service and integration with other services, both internal and external to the organization.
- Support the NUM to manage department resources within budget allocation, encompassing human, financial and environmental resources.
- Works as a team member to ensure the efficient, effective and safe operation of the allocated work unit
- Practices within the professional standards, codes and behaviours that are required of a Registered Nurse
- Builds relationships with patients/ clients/residents and families in order to educate and work with them collaboratively
- Facilitates effective patient flow processes in accordance with the guidelines established by the allocated work unit
- Provides care which focuses on the individual
- Participates in the annual performance review development planning process
- Participates in the supervision, support and mentorship of students, graduates and new staff.
- Participates in relevant professional development programs and complies with any mandatory training requirements
- Committed to flexibility and innovation in practice including an evidence-based approach to care
- Promotes and contributes towards a supportive and engaged team environment
- Provides patient care that is respectful towards individual values, customs and spiritual beliefs
- Comply with legislation, professional standards and accreditation standards

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 Registered Nurse with the Australian Health Practitioner Regulation Agency Nursing and Midwifery Board Australia.
2. Demonstrated knowledge of the ANC competency standards and Codes of Practice / Ethics
3. Demonstrated clinical knowledge and skills relevant to palliative care.
4. Demonstrated knowledge of current issues, trends and research in clinical nursing, particularly in the area of palliative care.
5. Knowledge of and experience in quality improvement activities and Accreditation.
6. Computer literacy and/or willingness to develop computer skills
7. Demonstrated leadership skills.

Desirable

8. Sound interpersonal and communication skills with a strong focus on Patient Centred Care.
9. Demonstrated evidence of ability to work within a multidisciplinary team
10. Ability to perform daily tasks effectively in an environment of change

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.