

Position Description

Position Title	Associate Nurse Manager
Position Number	30102813
Division	Clinical Operations
Department	Childrens Ward
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Assoc Nurse Unit Manager Y1 – Y2
Classification Code	YW11 – YW12
Reports to	Nurse Unit Manager
Management Level	Choose Tier
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• 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](#)

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

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.

- To support the Nurse Unit Manager (NUM) in leading and managing the unit in line with Bendigo Health's (BH) policies and procedures, and the Strategic Plan.
- As a senior member of the nursing team, to provide and promote safe and quality nursing care and as dictated by the Australian Nursing and Midwifery Council (ANMC) national competency standards, the Code of Ethics and the Code of Professional Conduct for midwives in Australia.
- To deputise for the NUM in their absence.
- To practise and promote continuous improvement and a culture of learning and evidence-based practice
- As an Associate Nurse Manager, you will be an integral part of the Child and Adolescent leadership Group monitoring, evaluating and implementing strategies to ensure clinical excellence within our unit. You will be a key contact for other units throughout the organisation and will be expected to develop and maintain positive and productive relationships with these stakeholders.

Responsibilities and Accountabilities

Key Responsibilities

Respect the dignity, culture, values and beliefs of the family and their right to informed decision-making in the provision of care to the child.

- Maintain a physical and psycho-social environment which promotes safety, security, confidentiality and optimal health care for patient & family.
- Respond to clinical changes in patient condition and initiate intervention and consultation with relevant members of the multidisciplinary team as required.
- On admission, actively participate in the development of an effective discharge plan and provide appropriate carer education and referral to appropriate community providers.
- Demonstrate competency in performance of technical skills relevant to level of expertise.

Leadership / Management

- Responsible for workload delegation and achieving ratios.
- Delegate aspects of care according to role, functions, capabilities and learning needs and recognise own accountability and responsibility when delegating aspects of care to others.
- Monitor aspects of care delegated to others.
- Aware of the ability of other nurses & clerical staff members and ensure that they work within their competencies and education.

- Ensure staff are aware of their professional responsibilities and medico-legal obligations
- Ensure staff are accountable for their actions and that they respond appropriately
- Participates in regular forums with the management team
- Contemporary knowledge of information management systems, data collection, aggregation and use and record management to accepted standards and medico legal requirements
- Accept in charge responsibility in the absence of the Nurse Unit Manager and as required.
- Counsel staff as appropriate and as necessary and seek advice regarding ongoing problems
- Participate in multidisciplinary team meetings, case reviews, reviews of standards and specific unit practices.
- Undertake annual performance enhancement and identify learning needs.
- Involved in performance enhancement and regular feedback of other Nurses

Professional development

- Active in own ongoing professional development and actively encourages a supportive learning environment within the unit
- Participate in orientation, preceptorship and mentoring of new staff and students.

Key Selection Criteria

Essential

1. Current Registration with APHRA as a Division 1 Registered Nurse

Desirable

2. Demonstrated high level of clinical knowledge and skills and awareness of current issues and trends relevant to Children's ward, including knowledge of the ANMC competency standards and Codes of Practice/Ethics and relevant statutory requirement.
3. Previous experience at a clinical management level in Women's and Children's services or related field
4. Sound appreciation of key concepts of quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards)
5. Demonstrated ability to contribute to and practice collaboratively as part of a multidisciplinary team
6. Demonstrated ability to effectively coordinate the clinical management of patients
7. Demonstrated high level of inter-personal skills with the ability to effectively liaise with other departments and health professionals within the organisation
8. Demonstrated ability to provide leadership in an environment of change
9. A personal approach which is positive, enthusiastic, friendly and helpful
10. Demonstrated ability or awareness of how to build a culture in which people thrive, creating a vision, fostering diversity, motivating and inspiring staff to perform

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.