

Position Description

Position Title	Associate Nurse Manager
Position Number	30101808
Division	Clinical Governance
Department	Medical Imaging Nursing
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	RN ANUM Year 1- Year 2
Classification Code	YW11-YW12
Reports to	Director – Medical Imaging
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 • 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

The primary responsibilities of the MI 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 role is responsible for ensuring positive patient outcomes while maintaining staff satisfaction and engagement.

The ANUM will achieve this through the development of effective partnerships, leadership and management of all nursing staff and resources with a multidisciplinary team environment.

The ANUM must provide clinical leadership and management expertise, to be an active mentor, role model, and to facilitate the development of clinical and management skills in all staff within their unit. The ANUM will work alongside the management team to ensure that their clinical leadership and administrative capability and presence within the unit and reports directly to the Director of Medical Imaging.

Responsibilities and Accountabilities

Key Responsibilities

- Triage and booking of 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
- Provide clinical supervision to MI nursing 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 rostering and 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 regular supervision, training opportunities, coaching, mentoring and guidance to the team. Ensuring that the annual performance reviews for the nursing staff are completed on time. This includes being responsible for addressing issues that negatively impact performance.
- Ensure patients are contacted in advance in regards to their booking to minimise patient anxiety and primarily avoid unnecessary cancellations on the day.
- Ensure all equipment required to provide the treatment and care is available making sure all ordering through Procurement is attended to.
- Contribute to the development of nursing practices and procedures and provide informal training on the shift to staff.
- Oversee safe transport of patients to and from the MI department.
- Maintains and updates own professional development portfolio to demonstrate ongoing commitment to learning and best practice
- Develops and maintains sound relationships with the multidisciplinary team to ensure best possible team work and consumer centred care delivery to patients.
- Creates a team environment which promotes engagement, a positive workplace culture, opportunity for learning and development and safety and welfare of employees
- Participates in relevant committee processes, attends relevant meetings and prepares and submits reports/Quality Audits as required. Assist with MI Quality Program ensuring all requirements are met and assists with preparation of department accreditation.
- Oversee the training and supervision of nurses using information and communication technology including clinical information systems and applications relevant to the position (RIS and PACS) and the wider organisation.

Key Selection Criteria

Essential

1. Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).
2. Proven ability to successfully lead and motivate a clinical services team providing strong strategic direction and positive leadership
3. Demonstrates commitment to high quality, safe and person-centred patient care.
4. Demonstrated ability to establish and maintain professional relationships with all levels within the organisation through the use of excellent interpersonal and communication skills.
5. A sound understanding of information and communication technology including clinical information systems and applications relevant to the position (RIS and PACS) and the wider organisation.
6. A personal approach which is positive, enthusiastic, friendly and helpful.

Desirable

7. Demonstrated experience, knowledge and awareness of current issues and trends relevant to Medical Imaging.
8. Post Graduate qualifications in Nursing or Health Administration/Management.
9. Previous and recent experience in a management role within MI or an appropriate health care organisation.

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.