

Position Description

Position Title	Associate Nurse Manager
Position Number	30025731
Division	Clinical Operations
Department	Psychiatry Adult
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2021-2024
Classification Description	RN Gr3 ANUM Yr1 - RN Gr3 ANUM Yr2
Classification Code	NP83- NP74
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](#)

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.

All units are staffed by a multi-disciplinary team made up of Psychiatrists, Medical Officers, Nursing staff, Occupational Therapists, Carer & Consumer roles and Social Workers, incorporating aspects of the Safewards model utilising the associated interventions.

The Associate Nurse Unit Manager will ensure the delivery of service is in accordance with the Mental Health & Wellbeing Act 2022 and Children, Youth and Families Act, and is in accordance with Bendigo Health's vision, values and policies & procedures.

Responsibilities and Accountabilities

Key Responsibilities

- Provide a leadership role within the unit in accordance to the vision and values of Bendigo Health.
- Provide supervision of staff to ensure that nursing staff undertake nursing assessments and develop independent treatment/recovery plans for patients. This includes the supervision and liaising with other multi-disciplinary staff involved with the patients care.
- Provide clinical supervision to ward 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 & procedures
- 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 subordinate staff.
- Establish the psychiatric nursing service delivery priorities for the shift.
- Ensure the accurate documentation of client records during the shift.
- 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. Post graduate diploma in mental health and/or related field, or
2. having completed a specialist undergraduate psychiatric nursing program or a specialist post basic course of training which led to registration as a division 3 Nurse
3. Relevant work experience, usually at least two years
4. Advanced clinical knowledge and an understanding of the Mental Health & Wellbeing Act 2022, knowledge of other relevant legislation and state-side Psychiatric Service Frameworks Procedures and guidelines and Bendigo Health policy and procedures, and their application to clinical practice
5. High level of organisational, leadership, communication and interpersonal skills with a sound ability to strategically prioritise work requirements/demands
6. Experience in liaising and consulting with relevant family members, team members, and a broad range of health professionals and community agencies
7. A personal approach which is positive, enthusiastic, friendly and helpful and awareness and understanding of the Safewards model and applying this to practice

Desirable

8. Demonstrated evidence of participation in education and training to other staff, and commitment to ongoing professional development
9. Knowledge of Quality Improvement and flexibility to operate in an environment of change and continuous improvement and a willingness to learn and flexibility to operate in an environment of change and continuous improvement
10. Computer and data entry skills

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.