

## Position Description

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| Position title                   | Bed Manager                                                                                                        |
| Department / Division            | Banksia/ Mental Health / Medical Services                                                                          |
| Classification                   | Grade 4 Year 1 – Grade 4 Year 3 (NP75 - 77)                                                                        |
| Position reports to              | Nurse Unit Manager, Banksia                                                                                        |
| No. of direct & indirect reports | n/a                                                                                                                |
| Location                         | The Royal Children's Hospital, Flemington Road, Parkville                                                          |
| Risk category                    | Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids. |

| The Royal Children's Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p> |

| ROLE CONTEXT |
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The Mental Health Bed Manager is responsible for the triage of referrals and coordination of admissions to the Mental Health inpatient unit during business hours, ensuring appropriate bed utilisation. The Mental Health Bed Manager is responsible for completing comprehensive assessments of young people referred and accepted, prior to their admission. In collaboration with internal and external healthcare teams the Mental Health Bed manager utilises strategies to optimise clinical management and operational efficiency of daily admissions, responding to changing and competing demands on RCH bed capacity and staffing resources.

#### ROLE PURPOSE

The Bed Manager Mental Health is a senior nurse who combines clinical expertise with leadership and, patient flow and bed management principles to provide timely access to care. The Bed manager is required to liaise with key stakeholders to coordinate patient flow and access demands whilst meeting organisational priorities. This role requires a combination of strong clinical, managerial, operational, and interpersonal skills to drive performance, contributing to the overall operational efficiency of the organisation.

#### KEY ACCOUNTABILITIES

##### Clinical Practice

- Comprehensive clinical knowledge and skills, in the assessment and management of patients
- Collaborate and consult with healthcare teams, patients and families/carers to facilitate timely access to care in the appropriate clinical setting and support patient flow
- Liaise with key external and internal stakeholders, providing guidance and strategies to support timely access to health care and achievement of access targets.

##### Optimising Health Systems

- Effectively use information systems to manage hospital operations, resource allocation, patient flow and coordination
- Collaborate to optimise bed utilisation within the parameters of the budgeted bed plan and ensure appropriate patient placement
- Promote and supports a culture of continuous improvement with consideration of policies, regulations, and accreditation standards
- Participates in the development and review of access processes
- Use of data to extend knowledge, inform quality clinical decision making and enable improved outcomes
- Identify fluctuating patient demands and any barriers impacting patient flow and initiate solutions to support timely, safe patient access

##### Education

- Accountable for ensuring knowledge and skills are current with best practice
- Foster a learning environment that supports ongoing education and professional growth

### Research and Improvement

- Collaborate with the healthcare team, and implement changes to enhance patient safety and quality care
- Contribute to reporting, audits, risk assessments, and incident management

### Professional Leadership

- Communicate professionally and clearly with team members, patients, and their families and with all other health professionals to foster a culture of teamwork, respect and shared responsibility
- Role model professionalism, ethical conduct, and nursing excellence
- Provide strong leadership, guidance, and support to nursing staff, promoting a positive and collaborative culture

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) administered through the Australia Health Practitioner Regulation Agency (AHPRA)
- Demonstrated commitment to ongoing personal and professional development as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio (PPP)
- Postgraduate diploma in psychiatric/mental health nursing or completion of a specialist undergraduate psychiatric nursing program
- Demonstrated leadership experience (previous ANUM level)

### Desirable:

- Experience with patient administration and information systems

## KEY SELECTION CRITERIA

- Demonstrated advanced clinical knowledge and understanding of patient flow and bed management principles, public hospital activity targets and key performance indicators
- Excellent communication skills, both written and verbal, with the ability to convey complex clinical information to a diverse audience
- Proficient use of devices, information systems and technology
- Proven ability to lead and adapt to change within a healthcare environment
- Proven ability to collaborate effectively with interdisciplinary teams, internally and externally, fostering a culture of teamwork and shared responsibility for patient care
- Effective time management and organisational skills
- Proven ability to apply advanced clinical reasoning and critical thinking skills to complex and competing patient care situations
- Commitment to providing patient and family centered care
- Evidence of ongoing professional development and a commitment to staying abreast of current evidence-based practices

## OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

## IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

### QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards

- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

**Position description last updated**

**October 2025**