1. **THE ORGANISATION AND OUR MISSION**

St Vincent’s Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 5,000 staff across 18 sites throughout Melbourne.

Part of Australia’s largest not-for-profit Catholic health and aged care network, St Vincent’s Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM’s mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent’s Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. **KEY POSITION DETAILS**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Grade 2 Registered Nurse</th>
<th>Reports to:</th>
<th>Elective Surgery Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>Surgery Services</td>
<td>Department:</td>
<td>Elective Surgery Management Team</td>
</tr>
<tr>
<td>Industrial Agreement:</td>
<td>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 or its successor</td>
<td>Classification:</td>
<td>YP3 to YP11</td>
</tr>
</tbody>
</table>

3. **LOCAL WORK ENVIRONMENT**

The Elective Surgery Management Team (ESMT) coordinates and case managers patients that are on the St Vincent’s Hospital elective surgery waiting list in accordance with the elective surgery waiting list policy and the Department of Health Elective Surgery Access Policy. The ESMT is responsible for the case management all patients across the surgical specialties at SVHM. The ESMT also provides a streamlined system for transferring state wide elective surgery patients from health services that are to treat patients requiring orthopaedic surgery within clinically appropriate timeframe, through our dedicated Orthopaedic Elective Surgery Access Scheme (ESAS).

4. **POSITION PURPOSE**

The Grade 2 Registered Nurse, under the guidance of the Elective Surgery Manager or Deputy Elective Surgery Manager will work alongside the pre admission surgical liaison nurses in our PAC clinics. The main role is to ensure that patients receive optimal care throughout their visit in our department.

5. **POSITION DUTIES**

Provide a full range of nursing services for Pre-Operative patients including, but not limited to:
- Perform clinical assessment of the patients attending pre admission clinic
- Document, report and action relevant nursing findings
- Assist Surgical Liaison Nurses with case management of patients as directed
- Provide pre-operative education to patients and family members regarding their upcoming surgical admission.
- Assist in clinical management of patients to ensure that they are ready for surgery
- Assist medical staff in coordinating investigations that may be required to facilitate timely access to surgery for the patient
- Management of the patients ready for surgery status in accordance to the Elective Surgery Waiting List Policy.

6. **INCUMBENT OBLIGATIONS**

General
- Perform duties of the position to best of their ability and to a standard acceptable to SVHM
- Comply with all SVHM policies, procedures, by laws and directions
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process
- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance

**Clinical Quality and Safety**
- Attend clinical orientation upon commencement
- Maintain clinical registration and any required indemnity cover
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate
- Take personal responsibility for the quality and safety of work undertaken
- Take all necessary care and precautions when undertaking clinical procedures
- Complete annual clinical competencies
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
- Collaborate and clearly communicate with patients/clients and the healthcare team
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

**Person Centred Care**
- Ensure consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers are aware of their rights responsibilities and how to provide feedback

**Health and Safety**
- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually
- Attend general hospital orientation within 3 months of commencement
7. INCUMBENT CAPABILITY REQUIREMENTS

The incumbent of this position will be expected to possess the following core capabilities:

<table>
<thead>
<tr>
<th>Capability</th>
<th>Demonstrated behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal</strong></td>
<td></td>
</tr>
<tr>
<td>Personal Effectiveness</td>
<td>Takes responsibility for accurate, timely work results</td>
</tr>
<tr>
<td>Learning Agility</td>
<td>Identifies personal development needs and seeks information from a range of sources</td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td></td>
</tr>
<tr>
<td>Patient/Resident/client centred</td>
<td>Strives to meet and exceed expectations, demonstrating sound judgement</td>
</tr>
<tr>
<td>Innovation and Improvement</td>
<td>Contributes to improvement by reviewing strengths and weaknesses of current processes</td>
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<tr>
<td><strong>Strategy</strong></td>
<td></td>
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<tr>
<td>Driving Results</td>
<td>Manages own work load to deliver results</td>
</tr>
<tr>
<td>Organisational Acumen</td>
<td>Understands the interdependencies between units/departments</td>
</tr>
<tr>
<td><strong>People</strong></td>
<td></td>
</tr>
<tr>
<td>Working with and Managing others</td>
<td>Takes responsibility for ensuring productive, efficient teamwork</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Works collaboratively within and outside the team</td>
</tr>
</tbody>
</table>

8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Bachelor of Nursing, which meets the registration requirements of the Nursing and Midwifery Board of Australia.
- Current Registration with the Nursing and Midwifery Board of Australia through AHPRA.

8.2 OTHER ESSENTIAL REQUIREMENTS

- 3 years post graduate surgical nursing experience
- Demonstrated ability to:
  - Operate within a “patient centred care” framework
  - Work autonomously
  - Facilitate team outcomes in a multidisciplinary environment
  - Assist and support change and implement process improvements
  - Communicate effectively, with patients and staff at all levels
  - Utilise written and verbal communication skills in problem solving, conflict resolution, and negotiation
  - Prioritise tasks and activities to foster good time management

8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Excellent analytical and advanced computer ability
- Orthopaedic or neurosurgery experience an advantage
- Demonstrated organizational skills, time management skills with the ability to think laterally and achieve change
- Well developed clinical assessment skills
- Excellent written and verbal communication skills
9. **PRE-EXISTING INJURY**

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

10. **AGREEMENT**

**General:**

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

**National Police Check:**

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated ‘high risk area’ of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Name: __________________________________________

Signature: _______________________________________

Date: __________________________________________