



<b>Position Title</b>	<b>Registered Nurse – Division 1 – Operating Theatre</b>
<b>Site/Location</b>	<b>Mornington</b>
<b>Unit/Department</b>	<b>Theatre</b>
<b>Classification</b>	<b>As per the Acute Nurses Enterprise Agreement</b>
<b>Reports to</b>	<b>Nurse Unit Manager</b>
<b>Supervisory responsibilities</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Key relationships</b>	<ul style="list-style-type: none"> <li>Patients, families and support networks</li> <li>VMOs, other doctors and specialists</li> <li>Hospital staff and Volunteers</li> </ul>
<b>Overall Job Purpose</b>	A Registered Nurse who delivers direct and indirect patient care in the hospital environment, providing support to patient’s pre-intra and post-surgery, assisting the surgeon and surgical team in their service delivery.
<b>Values</b>	<p>Proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc.</p> <p>At The Bays Healthcare, we seek to pursue the following values:</p> <p><b>Integrity</b>      Being honest in our dealings with others.</p> <p><b>Compassion</b>    Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.</p> <p><b>Accountability</b>    Being responsible for and mindful of the consequences of our actions.</p> <p><b>Respect</b>            Acknowledging the rights and opinions of others as we work together as a team.</p> <p><b>Excellence</b>        Continually improving quality and efficiency.</p> <p>If we all embrace an “I CARE” philosophy, we will be successful as individuals, as an organisation and as a community.</p>
<b>WH&amp;S</b>	<ul style="list-style-type: none"> <li>Present fit for work and able to undertake duties in line with the physical inherent requirements of the role</li> <li>Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely</li> <li>Adhere with the current Work Health &amp; Safety policies and procedures of the organisation in line with the Occupational Health &amp; Safety Act 2004</li> <li>Identify, assess, prioritise and control risks to health &amp; safety of employees, patients, residents, contractors and visitors</li> <li>Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures</li> </ul>
<b>Quality and Risk Management</b>	<p>Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities.</p> <p>These policy and procedures include:</p> <ul style="list-style-type: none"> <li>Organisational</li> <li>Clinical</li> <li>Infection Control</li> <li>WH&amp;S</li> <li>Emergency Response</li> <li>Aged Care</li> <li>Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, ICU</li> <li>Environmental Services</li> <li>Administration</li> <li>Catering</li> </ul> <ul style="list-style-type: none"> <li>Participate in the organisation’s accreditation processes</li> <li>Be compliant with and have a sound understanding of ISO 9001:2016</li> <li>Be compliant with and have an advanced understanding of relevant standards i.e. the National Standards for hospital, the current Aged Care Quality of Care Principles and Standards</li> <li>Participate in the organisation’s Quality Management and Control program</li> <li>Participate in the collection of Clinical and Process indicators</li> <li>Understand the Severity Assessment matrix and reporting system</li> <li>Implement and undertake case reviews, peer review and improvement proposals as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy</li> <li>• Adhere with the current Occupational Health &amp; Safety policies and procedures of the organisation in line with the Occupational Health &amp; Safety Act 2004</li> <li>• Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment</li> <li>• Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules</li> </ul>
<b>Professional Development and Performance Appraisal</b>	<ul style="list-style-type: none"> <li>• Demonstrate responsibility for own professional development by continually updating professional knowledge and skills.</li> <li>• Collaborate and build the team by exchange of knowledge and skills</li> <li>• Participate in own and lead team performance appraisals in line with organisation expectations</li> <li>• Complete mandatory and compliance education as required annually and bi-annually as set out in the Mandatory Education policy</li> </ul>
<b>KPIs/ Measures</b>	<ul style="list-style-type: none"> <li>• KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically.</li> </ul>
<b>Major Responsibilities</b>  Patient Care	<ul style="list-style-type: none"> <li>• Provide a high standard of direct nursing care to perioperative patients</li> <li>• Assess, plan, implement and evaluate the nursing care provided for patients</li> <li>• Record complete care information concisely and accurately in a timely manner, using appropriate formatting and forms</li> <li>• Work with all members of the health care team to identify patient needs</li> <li>• Ensure that operating on correct patient and the correct procedure is being performed – participate in the timeout procedure</li> <li>• Demonstrate a patient centred approach in the delivery of nursing care within the Operating Suite, PACU and hospital</li> <li>• Conduct pre and post-operative review and education as required</li> <li>• Liaise with patients' family/care givers and encourage their participation in the patients' continuing care as required</li> <li>• Serve as the communication liaison to family and members of the operating team as required</li> <li>• Ensure the maintenance of privacy and confidentiality with regard to patients' condition and medical records.</li> <li>• Inventory all items; pre, intra and post-surgery.</li> <li>• Have a good working knowledge of all emergency procedures and to ensure self &amp; patient safety</li> <li>• Report to the Perioperative Services Manager/Unit Manager on condition and care of patient.</li> <li>• Work as allocated across a variety of roles including DSU, PACU, Holding bay, in line with qualifications and experience</li> <li>• Perform other position related duties as assigned</li> </ul>
Education and Research	<ul style="list-style-type: none"> <li>• Participate in orientation of new staff to the unit.</li> <li>• Participate in orientation, training and assessment of student and graduate nurses.</li> <li>• Demonstrate a working knowledge of all clinical equipment used within the unit.</li> <li>• Successfully attain competency in relevant required clinical competencies as deemed appropriate to your working unit, i.e. ALS, Endoscopy.</li> </ul>
Professional	<ul style="list-style-type: none"> <li>• Comply with the Nursing Professions' Code of Ethics.</li> <li>• Comply with and practice within the Nursing Profession's Scope of Practice.</li> <li>• Practice within own abilities and qualifications.</li> <li>• Maintaining current professional knowledge and skills for clinical competency.</li> </ul>
<b>Key Responsibilities:</b>  Public Relations	<ul style="list-style-type: none"> <li>• Maintain good communication with Medical Consultants and all other staff, to promote good working relationships</li> <li>• Encourage and provide suggestions for departmental improvement</li> <li>• Ensure the Perioperative Services Manager or Unit Manager is informed about any dissatisfaction with nursing or hospital services by doctors/patients or other staff.</li> <li>• Encourage the use of hospital facilities by doctors and the community.</li> </ul>



	<ul style="list-style-type: none"> <li>Participate in activities which enhance the professional standing of the hospital within the community.</li> </ul>
<b>Security Check</b>	Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific role as requested by The Bays Healthcare Group Inc.
<b>Qualifications / Experience - Mandatory</b>	<ul style="list-style-type: none"> <li>Registered Nurse Division 1 currently registered with the Australian Health Practitioner Regulation Agency</li> <li>Excellent clinical skills</li> <li>Proficient skills in Microsoft Word and Outlook</li> </ul>
<b>Qualifications / Experience - Desirable</b>	<ul style="list-style-type: none"> <li>Perioperative qualification.</li> <li>Critical Care or equivalent qualification for PACU/Anaesthetic roles.</li> <li>Current peri-operative nursing experience.</li> <li>Experience within private health sector.</li> </ul>
<b>Personal Competencies Required</b>	<ul style="list-style-type: none"> <li>Excellent communication skills with an ability to work collaboratively with others</li> <li>Well-developed time management skills with a high degree of initiative</li> <li>The ability to problem solve and be competent in escalation of care when required</li> </ul>
<b>Job Competencies Required</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team.</li> <li>Demonstrated high level of competence in all areas of clinical practice.</li> <li>A demonstrated commitment in the provision of best practice in patient care.</li> <li>A demonstrated understanding of legislation relevant to clinical practice.</li> <li>A proven commitment to professional development</li> </ul>
<b>Inherent Requirements</b>	<ul style="list-style-type: none"> <li>Able to fulfil the inherent requirements of the role as per the Job Demands Checklist</li> <li>Able to use equipment and tools safely and without physical or other restriction</li> <li>Undertake assessment of ability to physically and mentally meet the requirements of the role</li> <li>Manual Handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements</li> </ul>

**Note:** *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Approved: \_\_\_\_\_  
Signed, Manager Title

/ /  
Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: \_\_\_\_\_  
Signed, Employee

/ /  
Date

\_\_\_\_\_  
Print Name, Employee