

POSITION DESCRIPTION

Position Title:	Planned Surgery Liaison Nurse
Business Unit/Department:	Planned Surgery and Endoscopy Access
Division:	Surgery, Endoscopy & Anaesthesia Services
Award/Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification:	RN ANUM Year 1 – 2 (YW11, YW12)
Reports To:	Planned Surgery and Endoscopy Access Nurse Unit Manager
Direct Reports:	Nil
Date Prepared/Updated:	1 January 2025

Position Purpose

The Planned Surgery Liaison Nurse fulfils the roles of responsibilities of the Registered Nurse, demonstrating expert clinical knowledge and leadership within the unit.

This role focuses on ensuring the efficient and safe delivery of planned surgical procedures by optimising patient preparation and streamlining surgical pathways. This involves comprehensive patient assessment, collaborative planning with multidisciplinary teams, and proactive identification and mitigation of potential delays to enhance patient flow and improve the overall surgical experience.

The Liaison Nurse is responsible for ensuring all patient care aligns with the Department of Health's Planned Surgery Access Policy. Acting as a patient advocate, the Liaison Nurse supports patients throughout their surgical journey, from initial referral to the waiting list through to their surgery.

As a professional, the Liaison Nurse is accountable for:

- Maintaining their own clinical knowledge, further education, and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skill.
- Ensuring that they are registered to work as a Registered Nurse in Australia at all times whilst working as a Nurse within Western Health and practice in alignment with Nursing & Midwifery Board of Australia (NMBA) Registered Nurse Standards for Practice.

The Liaison Nurse assists in managing the nursing and related resources available to the unit, acts as a role model in setting the clinical standards and achieving high-quality evidence-based nursing care, fosters the development of cooperative professional relationships with the multidisciplinary healthcare team, and facilitates a working environment which provides professional development and job satisfaction for all employees.

The Liaison Nurse will contribute to providing quality health and well-being services for our consumers demonstrating competent to expert behaviours across the five domains of leadership, research, evidence-

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based practice, education & learning, and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.

Business Unit Overview

The Division of Surgery, Endoscopy and Anaesthesia is responsible for the provision of elective and emergency surgical and endoscopic procedures across Western Health. Services are provided across Footscray, Sunshine, Williamstown, Bacchus Marsh, and Sunbury campuses and include adult and paediatric services. We provide more than 16,000 planned procedures per year in conjunction with a significant emergency program.

Key Responsibilities



Leadership

- Lead, support, direct, and motivate employees in the provision of high-quality, evidence-based, and culturally sensitive consumer care in accordance with the care model of the unit and Western Health.
- Work collaboratively within the nursing team model of care using delegation, supervision, coordination, consultation, and referrals.
- Take accountability for own actions and others under direction and sphere of responsibility.
- Role model behaviours consistent with the professional Code of Conduct and organisational values and challenge others when their behaviour does not meet expectations.
- Lead by example and motivate staff to strive for excellence.
- In the absence of the Nurse Unit Manager, provide a first point of contact in all areas of conflict and apply conflict resolution skills when dealing with problems involving all levels of employees, consumers and their significant others, and the public.
- Facilitate peer support, debriefing, and counselling for employees when required.
- Participate in the management of the recruitment, orientation, and retention of employees by fostering increased flexibility in work patterns, supporting recruitment practice changes, and assisting in developing and implementing succession planning.
- Assume a portfolio as designated by the Nurse Unit Manager.
- Consider budget constraints and exercise financial responsibility when compiling rosters and replacing employee shortfalls and initiate and monitor strategies to effectively manage leave allocation and absenteeism.
- Work within and towards the Nursing and Midwifery Workforce Plan.



Research

- Use evidence to support improvement to consumer care and practice.
- Be curious about ways to improve practice and outcomes.
- Promote evidence-based practice and share findings at internal and external forums.
- Participate in quality and research projects as appropriate.



Evidence-Based Practice

- Using evidence-based practice, participate in evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans.
- Be familiar with local and organisational policies, procedures, and guidelines.
- Contribute to adverse event investigations and undertake individual and team-based reflective practice.

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- Participate and contribute to improvement of policies, procedures, and protocols and identify potential issues in nursing practice and areas of improvement in clinical standards. Critically review outcomes of nursing practice.
- Participate in new initiatives to enhance patient and consumer outcomes and experience, or staff employment outcomes and experience.
- Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for patients/consumers and teams.
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities.



Education & Learning

- Participate in ongoing learning opportunities.
- Support new staff through the orientation and preceptorship.
- Showcase work and improvement activities.
- Provide timely informal and formal feedback to students, early career, and novice staff.
- Assist with maintenance of records and documents relating to the performance and development of all employees.
- Contribute to the updating of educational information provided to patients and consumers, and their families and carers.
- Exchange and share information with colleagues via informal or formal forums such as huddles, in-services, presentations, education forums, and team meetings.
- In consultation with the multidisciplinary team develop, implement, and evaluate teaching or learning plans for employees, consumers, and their significant others that meet their learning needs and facilitates informed decision-making.



Clinical Expertise

- Conduct comprehensive patient assessment to determine readiness for surgery, identify and address optimisation requirements, identify campus suitability and triage appropriately to Pre-Admission Clinic (PAC)
- Collaborates with surgical units and multi-disciplinary team to support patient optimisation strategies including attendance to relevant unit meetings, outpatient clinics, and PAC.
- Maintain compliance with the *Elective Surgery Information System (ESIS)* reporting.
- Enhance theatre efficiency through effective operating/procedural list planning.
- Facilitates collaborative partnerships with relevant health services including the assessment, preparation and transfer of patient information and care to participating sites.
- Supervise employees and act appropriately to immediately manage any behaviour that does not meet policy and procedure, ensuring safe consumer care.
- Facilitate and perform nursing interventions within professional standards and boundaries and ensure all employees adhere to the same standards.
- Evaluate the quality-of-service provision through the comparison of consumer outcomes against key performance indicators relevant to the specialised nature of the clinical area.
- Coordinate, direct, and, where appropriate, provide consumer care as outlined in *DH Planned Surgery Access Policy*.
- Role model best practice and reference latest research.
- Identify clinical practice improvement opportunities and discuss with your manager.
- Contribute to the maintenance of records relating to consumer throughput, bed utilisation, employee utilisation, and management of consumable and non-consumable items, as requested.
- Participate in the analysis and management of the ward/unit budget and review, analyse, and monitor relevant KPIs as requested.
- Perform other nursing duties as required.

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In addition to the key responsibilities specific to your role, you are required to deliver on the Key Organisational Accountabilities which are aligned with the Western Health strategic aims.					
Key Working Relationships					
<p>Internal:</p> <ul style="list-style-type: none"> • Nurse Unit Manager • Pre-Admission Clinic • Nursing & Midwifery Workforce Unit • Divisional Directors • Operations Managers • Clinical Service Directors • Support Services • People and Culture Services • Medical and Allied Health staff relating to areas • Heads of Units • Director of Nursing & Midwifery • Other ANUMs • Clinical Nurse Consultants • Nurse Practitioners • Unit/Ward team • Best Care Coordinators • Business Analysts <p>External:</p> <ul style="list-style-type: none"> • Consumers, families, and others as required • Relevant clinical networks 					
Selection Criteria					
<p>Essential</p> <ul style="list-style-type: none"> • Current registration as a Registered Nurse with AHPRA • Possess relevant Post Graduate qualification or relevant clinical experience • Demonstrate skills in the relevant nursing specialty • Demonstrate effective management skills appropriate to the Planned Surgery Liaison Nurse role. • Demonstrate effective communication skills both written and verbal • Possess well-highly developed interpersonal skills including conflict resolution strategies • Demonstrate an ability to work collaboratively as part of a multidisciplinary team • Possess knowledge of relevant legislation, policies, and human resource procedures • Be innovative, resourceful, and adaptable to change • A commitment to high-quality, safe, and person-centred care <p>Desirable</p> <ul style="list-style-type: none"> • Hold a relevant management post-graduate qualification or be working towards the same 					
Leadership Capabilities					
<table border="1"> <thead> <tr> <th>Leadership Capability</th><th>Definition</th></tr> </thead> <tbody> <tr> <td>Action oriented</td><td>Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm</td></tr> </tbody> </table>		Leadership Capability	Definition	Action oriented	Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
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Directs work	Providing direction, delegating, and removing obstacles to get work done
Ensures accountability	Holding self and others accountable to meet commitments
Manages conflict	Handling conflict situations effectively, with a minimum of noise
Develops talent	Developing people to meet both their career goals and the organisation's goals
Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Instils trust	Gaining the confidence and trust of others through honesty, integrity, and authenticity
Being resilient	Rebounding from setbacks and adversity when facing difficult situations

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Fully cooperate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose, or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health.
- 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 Western Health.
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Victorian Occupational Health and Safety Act 2004, OHS Regulations 2017, Fair Work Act 2009 (as amended), Privacy Act 1988, and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

General Information

- Redeployment to other services or sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- Western Health is committed to Gender Equity.
- Western Health provides support to all personnel experiencing family and domestic violence.
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke-free environment.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

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Employee's Name:

[Click here to enter the Employee's name.](#)

Employee's Signature:

Date:

[Click here to enter a date.](#)