

POSITION DESCRIPTION

Position Title:	Planned Surgery Liaison Nurse
Business Unit/Department:	Elective Bookings
Division:	Surgery, Endoscopy & Anaesthesia Services
Award/Agreement:	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Registered Nurse: Grade 4A – Year 1 CAPR3 (YW17)
Reports To:	Nurse Unit Manager – Planned Surgery & Endoscopy Access
Direct Reports:	N/A
Date Prepared/Updated:	28 th Aug 2026

Position Purpose

The Planned Surgery Liaison Nurse plays a critical role in improving access to timely and appropriate care for patients on planned surgery waitlists.

As a registered healthcare professional, the Planned Surgery Liaison Nurse is accountable for:

- The maintenance of 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 Planned Surgery Liaison Nurse is responsible for driving efficiency, and optimising patient flow within the planned surgery & endoscopy pathway. This role involves reviewing waitlist data, identifying process improvement opportunities, and implementing strategies to reduce wait times.

By collaborating with clinical teams, the Planned Surgery & Endoscopy Liaison Nurse will develop and implement alternative care pathways, supporting the successful implementation of the Department of Health (DH) Planned Surgery Access Policy 2024 and contributing to the broader goals of the Planned Surgery Reform Blueprint.

The Planned Surgery & Endoscopy Liaison Nurse will contribute to providing quality health and well-being services for our consumers demonstrating capability across the five domains of leadership, research, evidence-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 Services is responsible for the provision of both elective and emergency surgical and endoscopic procedures across Western Health. Services are provided across our Footscray, Sunshine, Williamstown, Bacchus Marsh and Sunbury campuses and

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include both adult and paediatric services. We provide in excess of 16,000 elective procedures per year in conjunction with a significant emergency surgery program.

Key Responsibilities



Leadership

- Work collaboratively within the relevant surgical teams in planning, implementation and evaluation of patient management
- 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
- Demonstrate initiative in supporting less experienced staff
- 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
- Identify opportunities to improve care and coordinate the implementation of new practices.
- Participate and contribute to improvement of policies, procedures and protocols and identify areas to improve care and coordinate the implementation of new practices.
- 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 and maintain expert knowledge in relevant specialties
- Contribute to the updating of educational information provided to patients and consumers, and their families and carers
- Support new staff through the orientation buddy role or formal preceptorship
- Showcase work and improvement activities
- Exchange and share information with colleagues via informal or formal forums such as huddles, in-services, presentations, education forums, team meetings.
- Participate in organisational committees/working groups as required
- Maintain membership of relevant professional body



Clinical Expertise

- Provide nursing expertise and oversight of clinical care within the Planned Surgery and Endoscopy Access Unit.

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- Manages pre-admission screening and clinical assessment of patients to determine campus suitability, relevant referrals and investigations, optimisation requirements and medical assessment needs.
- Serve as the primary point of contact for patients referred to the Planned Preparation List to provide clinical support, advice and information related to surgery, optimisation opportunities, escalation needs, pre and postoperative information, and relevant patient queries.
- Act as the central liaison and patient advocate, coordinating care and communication between patients and the multidisciplinary team (including the surgical unit, pre-admission clinic, anaesthetists, Adult Specialist Clinic, procedural areas, and other stakeholders) to ensure coordinated care.
- Provide guidance and direction to the Planned Surgery Schedulers to support task prioritisation.
- Ensure surgical categorisation adheres to the National Elective Surgery Urgency Categorisation Guideline and escalate accordingly.
- Triage and categorise endoscopy referrals in accordance with relevant guidelines.
- Optimise theatre efficiency and facilitate patient flow by using strategic surgical list planning and ensuring effective communication with operating teams.
- Monitor surgical and endoscopy session outcomes and data to refine future scheduling.
- Maintain compliance with the Planned Surgery Access Policy and the Elective Surgery Information System (ESIS) reporting.
- Support and facilitate partnerships with external health services to coordinate patient transfers and care.
- Conduct routine clinical audits on patients and develop and implement strategies to reduce wait times of the Planned Preparation list.
- Plan and perform assessments and engage in multidisciplinary decision making related to patient care. Where there are changes to patient's condition, escalate accordingly as per the Planned Surgery Access Policy.
- Provide clinical support and advice in patient management to improve nursing practice and patient outcomes
- Recommends, coordinates and reviews diagnostic tests and procedures and other relevant information as required
- Accurately reflect the consumers requirements, outcomes, or events within prescribed Western Health documentation, ensuring all legal requirements are met in regard to legibility of content and identity of reporter in accordance with Western Health policies and procedures.
- Role model best practice and reference latest research, act as a resource person to others
- Demonstrate accountability and responsibility for care delivered.
- Identify potential issues relating to practice that may require investigation so as to improve clinical standards and critically review outcomes of nursing practice.
- Perform other nursing duties as required.

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

Internal:

- Divisional Director
- Planned Surgery Nurse Unit Manager
- Operations Manager
- Director of Nursing
- Nurse Unit Managers
- Associate Nurse Unit Managers
- Other nursing staff
- Allied health professionals
- Unit/Anaesthetic medical officers
- Planned Surgery & Endoscopy Schedulers

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External: • Consumers, families and others as required • General Practitioners • Primary care and Community services
Selection Criteria
Essential: • Current registration as a Registered Nurse with NMBA • Registered nurse who demonstrates the ability to apply advanced clinical nursing knowledge and skills at a Clinical Liaison Nurse level. • Possess relevant Post Graduate qualification or relevant clinical experience • Be contracted to either full-time or part-time employment responsible for clinical nursing duties • Possess excellent clinical skills • Relevant, comprehensive experience in a surgical or peri-operative setting at a minimum of Clinical Liaison level. • Demonstrate effective organisational skills, particularly with respect to time management, delegation and supervision • Have well developed written and verbal communication skills • Have highly developed interpersonal skills • Demonstrate an ability to practice collaboratively as part of a multi-disciplinary health care team • Demonstrate evidence of undertaking professional development activities to maintain and enhance nursing expertise • A commitment to high quality, safe and person-centred consumer care • Understanding of the elective planned surgery program monitoring, waitlist management principles and processes • Ability and willingness to work across sites of Western Health as required/directed
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. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate 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, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the 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 of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022

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- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Movement to other services and 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.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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