

POSITION DESCRIPTION



Position Title	Pre Admission Nurse
Position Number	NEW
Department	Perioperative Services
Classification	Dependant on Experience
Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028
Reports to:	Nurse Unit Manager Perioperative Services

Position Purpose:

The Pre-Admission Nurse is responsible for the admission and care of patients who are brought into the pre-operative environment. They are responsible for obtaining vital medical information relevant to preparing patients for surgery and communicating this information to the surgical team. Such information may include; correct site of surgery information, fasting instructions, any patient allergies or sensitivities, review pathology reports, administration of medication and provide patient education before and after surgery.

Department / Unit Specific Overview

The EGHS Perioperative Department offers a wide range of services to meet the needs of the local community and the surrounding region. Perioperative services include two operating theatres, 8 bay day procedure unit, central sterile supply department, a 4-bay recovery room and a renal dialysis suite. We offer a range of surgical procedures performed by visiting surgeons. These include; general surgery, gynaecology, ophthalmology, orthopaedics, urology, dental, ear nose and throat, caesarean section and certain emergency surgeries.

Our Values



Integrity

We value integrity, honesty and respect in all relationships



Excellence

We value excellence as the appropriate standard for all services and practices



Community

We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background



Working Together

We value equally all people who make a contribution to EGHS to achieve shared goals



Learning Culture

We strive to continually lead and develop through education, training, mentoring and by teaching others.

Organisational Context



East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

Our Vision

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

Our Purpose

To meet people's health needs through leadership, strong partnerships and wise use of resources.

Strategic Actions

See [Strategic Plan 2023 – 2027](#).

Organisational Responsibilities

- Be aware of and work in accordance with EGHS policies and procedures, including:
 - [Victorian Public Sector - Code of Conduct](#)
 - [Confidentiality, Security and Management of Information - SOPP 24.02](#)
 - [Hand Hygiene - SOPP 70.18](#)
 - [Occupational Health and Safety - SOPP 72.09](#)
 - [Person Centred Care - SOPP 60.20](#)
 - [Occupational Health, Safety and Wellbeing - SOPP 72.09](#)
 - [Performance Development - SOPP 35.27](#)
 - [Risk Management - SOPP 74.01](#)
 - [Child Safe – SOPP 57.24](#)
- Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
- Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
- Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
- Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
- Participate in all mandatory education and orientation sessions as outlined by EGHS.



East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

Responsibilities and Major Activities

- To provide pre-operative nursing care for patients in a safe and competent manner.
- Plans, prioritizes and delivers nursing care to an allocated group of pre-operative patients.
- Effectively manage appointment diaries to enable screening of patients and advanced planning of care
- Receives and identifies patients and checks documents relating to proposed procedure/operation.
- Assessment of Pre-Admission patient questionnaires, telephone contacts and personal interviews, either face to face or over the phone.
- Ensures the initial steps of Correct Patient, Correct Site and Correct Procedure are complied with.
- Completes clinical handover with EGHS staff and highlights alerts as required.
- Effectiveness in communication (written, verbal, computer) and interpersonal skills.
- An ability to work with individuals, groups and as a member of a multi-disciplinary health care team.
- Organise nursing and support services identified through the pre admission process for the needs of the individual patient- including medical, physiotherapists and occupational therapists.
- Involvement in professional development of self, and participation in quality improvement activities taking place within the clinical environment.
- Familiar with WHO Safety Checklist and Operating Suite Documentation.
- Liaise with anaesthetic group patients medical history where necessary to ensure smooth surgical workflows.

Key Performance Indicators

The pre admission nurse reports to the Manager of Perioperative services and/or Associate Nurse Unit Manager (Pre admission)

Use systems which effectively assess, plan, monitor and evaluate patient care, nursing practice and patient satisfaction.

To monitor standards, policies and procedures which comply with relevant legislation , regulatory requirements, nursing conduct and nursing competencies.

Key Selection Criteria

Essential Criteria:

- Registered Nurse with current APHRA registration
- Commitment to a high standard of personal appearance and conduct that is clean, neat, tidy, punctual and respectful in language and manner towards staff, patients, residents and visitors
- Demonstrated sound level of clinical nursing skills and ability to work safely and effectively within the designated area.



- Demonstrated excellent written and verbal communication, co-ordination and organisational skills
- Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team
- Commitment to flexibility and innovation in practice including an evidence based approach to care
- Demonstrate excellent computer literacy skills for use within the designated area

Must comply to having or completion of:

- Fit2Work Nationally Coordinated Criminal History Check - Employee (renewed every 3 years)
- Working with Children Check (renewed every 5 years)
- NDIS Worker Screening Check (renewed every 5 years)
- Immunisation requirements (annually)

Acknowledgement

Employee Name	
Employee Signature	Date
Manager Name	
Manager Signature	Date
Developed Date (MM,YY)	
Developed By Name	
Developed by Title	

