

Position Description

Position Title:	Team Liaison Nurse
Reports to:	Nurse Unit Manager – Mary Coram Unit
Department:	Mary Coram Unit
Directorate:	Clinical Operations
Cost centre:	F0152
Code & classification:	Associate Nurse Unit Manager, Years 1 - 2 (YW11 - YW12)
Employment conditions:	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028 and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Team Liaison Nurse is a key nursing leader and representative within the multidisciplinary team. Partnering with the patient and Multidisciplinary Team, the Team Liaison Nurse advocates for the patient to develop and deliver a patient-centred, goal-focused, and time-limited program that maximises independence and quality of life, and minimises the care and community support required on discharge. The Team Liaison Nurse champions processes that facilitate efficient patient outcomes and access to the Mary Coram Unit.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Partner with the patient and family / carer to identify patient-centred goals and share these goals with the Multidisciplinary Team, noting that the Team Liaison Nurse does not replace the established Patient Liaison.
- Represent nurses in case conference and share relevant information regarding patient progress towards agreed goals.
- Support the Multidisciplinary Team to set discharge dates that reflect inlier bounds.
- Partner with the patient and family / carer and multidisciplinary team to promote and support early discharge planning.
- Update the electronic patient record to reflect updates that are shared during case conference.
- Attend ward rounds with consultants and share relevant information regarding patient progress towards agreed goals.
- Update the Associate Nurse Unit Manager and allocated nurse following case conferences and ward rounds.
- Ensure the accurate completion of the Functional Independence Measure (FIM) within defined timeframes.

- Contribute towards the collection of data that is reported to the Australasian Rehabilitation Outcomes Centre (AROC).
- Participate in activities to improve performance related to efficient patient outcomes and access.
- Develop, maintain and / or contribute towards relevant guidelines and processes as requested by the Nurse Unit Manager.
- Assist the Discharge Planner when requested by the Nurse Unit Manager.
- Assist the Associate Nurse Unit Manager when requested by the Nurse Unit Manager.
- Act as a professional role model and resource to the Multidisciplinary Team.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse.

Essential:

- Minimum three years' post-graduate experience.
- Current or recent experience working in a rehabilitation and / or geriatric evaluation and management setting.
- Minimum two years' Functional Independence Measure (FIM) credentialing with an examination result ≥85% on the first attempt.
- Commitment to complete the FIM Facility Trainer credentialing workshop within 18 months of commencing, and to deliver a minimum of three FIM workshops per year thereafter.
- Understanding of the Australian National Subacute and Non-Acute (AN-SNAP) classification in terms of length of stay, activity-based funding, and efficiency.
- Understanding of options to facilitate early discharge planning without compromising patient outcomes.
- High standard of verbal and written communication.
- Demonstrated ability to work proactively and achieve results with minimal supervision.
- Computer literacy at an intermediate level including working knowledge of patient management and information systems.

Desirable:

- Current FIM Facility Trainer credentialing.
- Current or previous experience working as a Discharge Planner or Associate Nurse Unit Manager / nurse in charge.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;

- Attendance at all case conferences unless allocated to another task by the Nurse Unit Manager.
 - Attendance at one ward round per consultant per week unless allocated to another task by the Nurse Unit Manager.
 - Partnership with the Multidisciplinary Team to ensure the Functional Independence Measure (FIM) is completed accurately and within defined timeframes.
 - Completion of the FIM Facility Trainer credentialing workshop within 18 months of commencing, and maintenance of this credentialing thereafter.
 - Delivery of three FIM workshops per year.
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AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
 - Maintain a safe working environment for yourself, your colleagues and members of the public;
 - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
 - Contribute to organisational quality and safety initiatives;
 - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
 - Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
 - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
 - Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
 - Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
 - Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Department of Health Victoria;
 - Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.
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ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	Team Liaison Nurse
Reviewed by:	Nurse Unit Manager – Mary Coram Unit
Issue Date:	March 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)