

# Position Description

<b>Position Title:</b>	Planned Surgery Access Manager
<b>Reports to:</b>	Divisional Operations Director Women's Children and Surgical Services
<b>Department:</b>	Planned Surgery Access Unit
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	P0453
<b>Code &amp; classification:</b>	Nurse Unit Manager Level 2 (NM11)
<b>Employment conditions:</b>	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Enterprise Agreement 2024-2028 and to GV Health Polices and Procedures (and as varied from time to time)

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**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).

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## POSITION SUMMARY

The Planned Surgery Manager provides leadership and operational management and strategic direction for all Planned Surgery Admissions, and works collaboratively with relevant Divisional Clinical & Operational Directors to ensure a high-quality service is delivered to planned surgery patients.

The Planned Surgery Access Unit (PSAU) is responsible for management of the planned surgery waiting list, pre-admission clinic, assessment and education. The booking and allocation of theatre sessions along with oversight and management of the theatre schedule. Reporting of achievements against key performance indicators and Statement of Priorities (SoP) as set by GV Health and the Department of Health.

This position involves ensuring the highest quality care, a sound and sustainable financial position, strong staff engagement and support, and effective relationships with the community. Working collaboratively within the Local Health Services for scheduling and management of offsite surgery.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to:**

- Lead the development and implementation of the Annual Operation Plan and Annual Quality Plans to ensure risks are managed improvement objectives are met
- Lead the financial functions of the department including the development, monitoring and reporting on the annual budget.
- Lead the development and provision of the monthly report to the relevant Divisional Director/Executive Director against key performance indicators for financial, human resources, quality and risk objectives
- Lead/develop and implement governance projects/quality committees and activities as required

- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Management of the Planned Surgery Preparation List ensuring the Planned Surgery Access Policy is adhered
- Work within the Perioperative service capability framework
- Complete any relevant Planned Surgery Reports and data preparation for GV Health and Department of Health in line with Key Performance Indicators and GV Health's Statement of Priorities (SoP)
- Management and oversight of the Theatre Template and allocation and scheduling of theatre sessions
- Management of the Pre-Admission Clinic and schedule
- Work with other Health Services to facilitate off site surgery

## **POSITIONS REPORTING TO THIS ROLE**

- Registered and Enrolled Nurses
- Customer Services Officers

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## **KEY SELECTION CRITERIA**

### **Formal Qualification(s) and Registration(s) Requirements:**

#### **Essential:**

Current registration with Australian Health Practitioner Regulation Agency [AHPRA] as a Registered Nurse.

- Minimum 5 years post graduate nursing experience.
- Demonstrated expert clinical leadership, experience and knowledge related to health care.
- Awareness of financial and budgetary process.
- Excellent communication skills and ability to foster relationships with relevant internal and external stakeholders.
- Knowledge of patient management and information systems.
- Knowledge of the Planned Surgery Access Policy and reporting responsibilities within the Planned Surgery Information System.
- Computer literacy at intermediate level for Microsoft applications.

#### **Desirable:**

Tertiary qualification in management, administration or appropriate health related discipline or working towards same.

- Knowledge of current statutory requirements including relevant awards, OH&S.
- Experience in managing a complex and demanding customer service environment
- Demonstrated business planning, policy, financial and human resource management skills.

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## **KEY PERFORMANCE INDICATORS**

### **Your performance will be measured through your successful:**

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements

- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Promoting and enabling of effective 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;

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## **ALL GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of 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;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- 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 and maintain all 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;
- Comply with requirements of the 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 Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All 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.

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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 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.

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<b>Clinical Operations</b>	<b>Planned Surgery Access Manager</b>
<b>Reviewed by: Anna McPhillamy</b>	DOD Women, Children & Surgical
<b>Issue Date:</b>	May 2026

## 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](#)