

# Position Description

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| <b>Position Title:</b>            | Registered Nurse   |
| <b>Reports to:</b>                | Planned Surgery Manager  |
| <b>Department:</b>                | Planned Surgery Access Unit  |
| <b>Directorate:</b>               | Clinical Operations  |
| <b>Cost centre:</b>               | P0452  |
| <b>Code &amp; classification:</b> | Grade 2 (YP2 – YP9)  |
| <b>Employment conditions:</b>     | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028 and to the GV Health Policies and Procedures (and as varied from time to time) and GV Health Policies 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 Registered Nurse is responsible for the management, assessment and booking of patients on the elective waiting list and the provision of accurate and timely information to patients, carers and relevant departments within GV Health. The role incorporates the pre-admission assessment, education, procedure booking and written/oral notification at each stage throughout the elective admission process. A commitment to patient centred care and a focus on the patient's journey is required to ensure the right care is provided at the right time and place.

The Registered Nurse reports directly to the Planned Surgery Manager and is required to work within the Elective Surgery Information System guidelines and the Planned Surgery Access Policy (Department of Health and Human Services).

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## RESPONSIBILITIES AND DUTIES

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

- Adherence to the Planned Surgery Access Policy and Elective Surgery Information System guidelines
- Achievement of the key performance indicators for elective surgery.
- Booking of all theatre/treatment room sessions in a timely manner and notification of any variances to the relevant parties.
- Allocation and assessment/education of patients in the appropriate pre-admission clinics.
- Provision of written and/or oral notification at each stage of the pre-admission patient journey and the recording of relevant documentation in the elective booklets.
- Management of the not ready for care patients, ensuring that relevant follow up is occurring.
- Assist with audits of the elective waiting list against the Planned Surgery Access Policy.

- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
  - Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
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## **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 of 3 years' experience post-graduation in an acute setting, ideally surgical or theatre/day procedure unit.
- Self-motivated with a high level of communication, organisational and time management skills
- Excellent interpersonal, written and communication skills, including computer literacy.
- Satisfactory National History Criminal Check prior to commencement of employment
- Evidence of full immunisation against Influenza
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment

### **Desirable:**

- Good knowledge of patient management scheduling system (VITAL)
  - Good knowledge of the Planned Surgery Access Policy
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## **KEY PERFORMANCE INDICATORS**

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

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Adherence to the Elective Surgery Access Policy and Elective Surgery Information System guidelines
  - Achievement of key performance indicators for elective surgery (Planned Surgery Access Policy)
  - Registration is maintained and working within scope of practice
  - Attendance and active participation at meetings as required
  - 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
  - Active participation in the Performance and Development review process
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## **ALL GV HEALTH 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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**Clinical Operations**

**Registered Nurse – Planned Surgery Access Unit**

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**Reviewed by:**

DOD – Women & Children and Surgical

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**Issue Date:**

May 2026

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## 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](#)