

## Position Description

Position Title	Procurement Nurse - Theatre
Position Number	30008635
Division	Clinical Operations
Department	Theatre
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Clinical Nurse Specialist
Classification Code	YS9
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

The Theatre Procurement Nurse role is a challenging position that is responsible for ordering and maintaining consumables and prosthesis stock levels for all specialties in the operating suite on a daily/weekly basis.

This is a crucial role that requires allocation of products into nine separate cost centres ensuring that the theatre budget is maintained. A close working relationship with the Theatre Nurse Unit Manager (NUM) is essential and the ability to communicate any variances in stock which may affect the running of the department.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Maintain relevant stock levels of consumables and prosthesis for all specialties in the operating suite on a daily /weekly basis. Ensures excess stock is not purchased and stockpiled in theatre.
- Enter computer data on ORACLE FMIS for requisition of daily supplies. Using a 'just in time' ordering system; allocating specialty cost centres to ensure budget specifications are met.
- Liaise with the Bendigo Health (BH) supply department and suppliers/companies where necessary.
- Co-ordinate and participate in the checking and distribution of all supplies for the Interventional Suite, to the relevant storage areas.
- Liaise and communicate with all Interventional Suite staff, BH supply team, company representatives and external bodies such as Health Purchasing Victoria (HPV) as required.
- Conduct a weekly review of the scheduled theatre procedures to determine specific prosthesis/consumable requirements and liaise with individual ANUM's in charge of the designated specialty area to ensure correct products are ordered.
- Provide orientation of the stores area and location of supplies to new staff.
- Act as a resource for all staff with the Interventional Suite.
- Assist ANUM's in researching new products or product variations when required and to assist with the trials of consumables.
- Assist Theatre NUM to review theatre consumable contracts as required.
- Provide purchase order numbers for tax invoices to the BH supply department ensuring the documentation is updated once the stock/consumables or prosthesis has arrived to the Interventional Suite (theatre) as not all stock is received at the BH supply department. This ensures appropriate payment of items in a timely manner and also ensures we are not paying for items we have not yet received.
- Act immediately and notifying the NUM on any notifications received regarding TGA recalls/alerts and take appropriate action, including communicating to staff where appropriate.
- Review the prosthesis books in all theatres for ordering purposes and to ensure rebate codes are entered for claiming.
- Stock take – Preparing all paperwork and ensuring it is disturbed in a timely manner and completed correctly.

- Contribute and compile Quality activities which are recorded annually on the QIS data base. Assist with internal and external Theatre departmental audits and maintain the prosthesis data base.
- Perioperative skills must be maintained to assist with the operational need of the department to work clinically as directed by the Theatre NUM.
- During reduced theatre activity there may be times when Theatre Procurement Nurse may be rostered or allocated to work clinically within the theatre as authorised by the Theatre NUM.

## Key Selection Criteria

### Essential

1. Current registration as Division 1 Registered Nurse with AHPRA, and a Post Graduate qualification in Perioperative Nursing would be desirable.
2. Current experience working as a Perioperative nurse with high clinical specialty knowledge to be able to working in any theatre as required.
3. Demonstrated ability to work independently and collaboratively.
4. Demonstrated excellent time management skills to organising and prioritisation the work load with the ability to meet deadlines.
5. Demonstrated excellent interpersonal and written communication skills with the ability to navigate computer programs such as Microsoft Office applications; Word, Excel, Outlook
6. A personal approach which is positive, enthusiastic, friendly and helpful in an everchanging environment.
7. The ability to negotiate pricing with company representatives in order to deliver the most cost-effective solution for consumables.
8. Sound appreciation and key concepts of the NSQHS standards and contribute to the Quality database (QIS).

### Desirable

9. Current experience with ORACLE FMIS computer program, IPM and ePR patient management systems, VHIMS, QIS.
10. The ability to project manage as required.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.

- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*