

Position Description

Position Title	Elective Surgery Liaison Nurse – Pre-Admission Clinic
Position Number	30100069
Division	Clinical Operations
Department	Surgical Services
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Registered Nurse G3B
Classification Code	YU11
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

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

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

According to the appropriate guidelines including the Elective Surgery Access Policy the Elective Surgery Liaison Nurse will assume responsibility for planning and co-ordination of the patient to facilitate timely access for patients requiring elective procedures.

The Elective Surgery Liaison Nurse is an integral part of the health care service team, providing assessment, management and education of patients pre-operatively. The Elective Surgery Liaison Nurse should have, or aspire to, the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. The Elective Surgery Liaison Nurse works closely with the surgical speciality team, Pre-Admission Liaison Nurse, Patient Services Nurse Unit manager and other key stakeholders.

- To encourage and support a philosophy of care, which is patient focused.
- Responsibility is assumed for planning and coordination of the patient by liaising with the multi-disciplinary team.
- Undertake the full range of clerical activities associated with management of patients on the elective surgery waiting List.
- Triaging of Pre-Admission Clinic (PAC) referrals and coordinating any investigations required prior to PAC appointment
- Coordination of PAC days with attention to clinic times, avoiding delay of surgery, and category times and treat in turn policies.
- Liaise with Consultants, anaesthetists, theatre staff in management of lists and patients.
- Clinical knowledge and skills are maintained so that expert guidance and support is provided to patients
- Undertake to develop and maintain positive working relationships with other wards/departments throughout Bendigo Health
- To be a conduit through which information is disseminated to staff therefore enhancing teamwork
- Support management of elective surgery waiting lists in other specialities and preadmission clinics as required

Responsibilities and Accountabilities

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Responsibilities

- Responsibility is assumed for planning and coordination of the patient requiring a Pre-Anaesthetic Consult
- Ensure bookings promote effective and efficient time utilisation in Pre-Admission Clinic
- Adequate and appropriate liaison with the multi-disciplinary team is maintained to facilitate timely access for patients requiring elective surgery
- Coordination of PAC days with attention to clinic times, avoiding delay of surgery, and category times and treat in turn policies.
- Triaging of Pre-Admission Clinic (PAC) referrals and coordinating any investigations required prior to PAC appointment

- Managing appointments ensuring that patients are notified in a timely manner and that the complexity of patients are allocated a date for pre-admission clinic according to need
- Ensure patients are treated within Category times as set down by the Elective Surgery Access Guidelines
- Liaise with Consultants, anaesthetists, theatre staff to develop a consultative relationship to improve processes and services in management of patients.
- Assume responsibility for the quality of service provided to patients awaiting surgery
- Support management of elective surgery waiting lists in other specialities and preadmission clinic as required

Key Selection Criteria

Essential

1. Registered Nurse with a minimum of 3 years' experience
2. Demonstrated understanding of elective surgery access processes, waiting list management and pre-operative pathways within public health.
3. Demonstrated highly developed organisational and time management skills, with the ability to effectively coordinate multiple competing priorities within a fast-paced environment.
4. Excellent interpersonal and communication skills, including the ability to communicate effectively and compassionately with patients, families, medical staff and multidisciplinary teams
5. Demonstrated ability to work autonomously while contributing positively within a multidisciplinary team
6. Proven clinical assessment skills with the ability to identify high-risk surgical patients and escalate concerns appropriately, particularly in relation to anaesthetic, perioperative and complex medical risks.
7. Demonstrated ability to further own professional development.

Desirable

8. Demonstrated clinical knowledge and skills relevant to patients being booked for elective surgery

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.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health

- 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.