



<b>Position Title</b>	<b>Pre Admission Nurse (Registered Nurse/Endorsed Enrolled Nurse)</b>
<b>Site/Location</b>	<b>Mornington</b>
<b>Unit/Department</b>	<b>Pre Admission</b>
<b>Classification</b>	<b>As per the Acute Nurses Enterprise Agreement</b>
<b>Reports to</b>	<b>Nurse Unit Manager</b>
<b>Supervisory responsibilities</b>	<ul style="list-style-type: none"> <li>• Direct reports - NIL</li> </ul>
<b>Key relationships</b>	<ul style="list-style-type: none"> <li>• Clinical Services Managers, Unit Managers, ANUM's</li> <li>• Visiting Medical Officers, Practice Managers</li> <li>• Patients</li> </ul>
<b>Overall Job Purpose</b>	The primary role of the Pre-admission nurse is to work collaboratively with our Visiting Medical Officers (VMO's) and The Bays community to facilitate an effective and efficient pre-admission process for elective surgical patients. The position will provide a high standard of care, education and support to patients, their families and carers prior to and during their admission at The Bays Hospital, Mornington.
<b>Values</b>	<p>Proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc.</p> <p>At The Bays Healthcare, we seek to pursue the following values:</p> <p><b>Integrity</b>      Being honest in our dealings with others.</p> <p><b>Compassion</b>    Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.</p> <p><b>Accountability</b>    Being responsible for and mindful of the consequences of our actions.</p> <p><b>Respect</b>            Acknowledging the rights and opinions of others as we work together as a team.</p> <p><b>Excellence</b>        Continually improving quality and efficiency.</p> <p>If we all embrace an "I CARE" philosophy, we will be successful as individuals, as an organisation and as a community.</p>
<b>WH&amp;S</b>	<ul style="list-style-type: none"> <li>• Present fit for work and able to undertake duties in line with the physical inherent requirements of the role</li> <li>• Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely</li> <li>• Adhere with the current Work Health &amp; Safety policies and procedures of the organisation in line with the Occupational Health &amp; Safety Act 2004</li> <li>• Identify, assess, prioritise and control risks to health &amp; safety of employees, patients, residents, contractors and visitors</li> <li>• Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures</li> </ul>
<b>Quality and Risk Management</b>	<p>Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities.</p> <p>These policy and procedures include:</p> <ul style="list-style-type: none"> <li>• Organisational</li> <li>• Clinical</li> <li>• Infection Control</li> <li>• WH&amp;S</li> <li>• Emergency Response</li> <li>• Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, HDU</li> <li>• Environmental Services</li> <li>• Administration</li> <li>• Catering</li> <li>• Participate in the organisation's accreditation processes</li> <li>• Be compliant with and have a sound understanding of ISO 9001:2016</li> <li>• Be compliant with and have an advanced understanding of relevant standards i.e. the National Standards for hospital</li> <li>• Participate in the organisation's Quality Management and Control program</li> <li>• Participate in the collection of Clinical and Process indicators</li> <li>• Understand the Severity Assessment matrix and reporting system</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement and undertake case reviews, peer review and improvement proposals as required</li> <li>• Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy</li> <li>• Adhere with the current Occupational Health &amp; Safety policies and procedures of the organisation in line with the Occupational Health &amp; Safety Act 2004</li> <li>• Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment</li> <li>• Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules</li> </ul>
<b>Professional Development and Performance Appraisal</b>	<ul style="list-style-type: none"> <li>• Demonstrate responsibility for own professional development by continually updating professional knowledge and skills.</li> <li>• Collaborate and build the team by exchange of knowledge and skills</li> <li>• Participate in own and lead team performance appraisals in line with organisation expectations</li> <li>• Complete mandatory and compliance education as required annually and bi-annually as set out in the Mandatory Education policy</li> </ul>
<b>KPIs/ Measures</b>	<ul style="list-style-type: none"> <li>• KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically.</li> </ul>
<b>Major Responsibilities</b>  <i>Clinical Services</i>	<b>Clinical Services</b> <ul style="list-style-type: none"> <li>• Demonstrates competency in the delivery of optimal patient care and acts as a clinical resource for our VMO's and their patients</li> <li>• Ensures patients and their families are adequately prepared for their elective surgery physically, emotionally and practically to minimise day of surgery delays and cancellations</li> <li>• Liaises collaboratively with medical and nursing staff members to ensure services are provided in a coordinated and efficient manner, delivering the highest standard of care</li> <li>• Coordinates medical appointments and referrals to ensure a structured and complete pre-admission assessment</li> <li>• Identifies and acts on potential patient issues and subsequently completes clinical risk assessments as required</li> <li>• Recognises and reports abnormal patient findings/diagnostic data and instigates appropriate nursing actions</li> <li>• Identifies and acts on any discharge planning requirements</li> <li>• Assists with post discharge reviews as requested</li> </ul>
<b>Major Responsibilities</b>  <i>Management and Leadership</i>	<b>Management and leadership</b> <ul style="list-style-type: none"> <li>• Demonstrates leadership ability by advocating the use of the pre-admission process for all admissions</li> <li>• Demonstrates active involvement in meeting organisational goals and contributes to the implementation of organisational change</li> <li>• Supports the cost efficient use of resources</li> <li>• Accepts responsibility and accountability for management activities as delegated by the Peri-operative Services Manager</li> <li>• To be deployed to work in appropriate clinical units as required from time to time</li> <li>• Public Relations. Promotion of the preadmission service externally with VMO's, practice managers and the community</li> <li>• The ability to work autonomously and be accountable for work hours to meet established key performance indicators</li> <li>• Attends Surgical and Clinical Leadership Committee meetings to represent preadmission service, as required</li> </ul> <b>KPIs/ Measures</b> <ul style="list-style-type: none"> <li>• List of KPIs/ Measures specific to this area of responsibility <ul style="list-style-type: none"> <li>-% of elective surgical patients pre-admitted</li> <li>-number of elective surgical patients cases cancelled on the day of surgery</li> <li>-% number of pts with a positive experience from the preadmission service</li> </ul> </li> </ul>

<p><b>Major Responsibilities</b></p> <p><i>Planning, Communication and documentation</i></p>	<p><b>Planning, communications and documentation</b></p> <ul style="list-style-type: none"> <li>• Review patient health questionnaires and histories and organise appropriate assessments based on clinical requirements of the patient</li> <li>• Facilitates phone conversations with parents/guardians of children to ensure they are adequately prepared for surgery. Ensure contact with families is documented in patient file</li> <li>• Arranges appointments for individual pre-admission clinics</li> <li>• Communicates effectively with patients and their families in the pre-admission phase to involve them in decision making and provision of care</li> <li>• Explain the admission process and approximate wait time to set expectations</li> <li>• Explain the clinical pathway</li> <li>• Arranging multidisciplinary allied health pre-operative education eg. physio</li> <li>• Promote a team work environment</li> <li>• Enhance communication with all staff involved with the care of patients</li> <li>• Collates and enters data obtained into appropriate computer programs as required</li> <li>• Communicate the discharge plan to the patient and family</li> </ul> <p>Use a systematic and planned approach to nursing care to meet the individual needs of patients by:</p> <ul style="list-style-type: none"> <li>• Confirming patient identification and the correct surgical procedure and site are defined</li> <li>• Ensuring valid surgical/medical and anaesthetic consent</li> <li>• Complete anaesthetic risk assessment for overnight surgical admissions and refer high risk patients to the anaesthetist pre-operatively</li> <li>• Obtaining a clear and comprehensive record of the patient's physical and psychosocial health factors that are relevant to preoperative process</li> <li>• Communicate important patient information to relevant members of the surgical team to ensure continuity of care</li> <li>• Confirm details of patient allergies, physical and other disabilities and previous surgery</li> <li>• Have an understanding of surgical procedures to be performed in order to be able to explain the significance of the patient's preoperative instructions which are to be followed before admission for surgery</li> <li>• Anticipate client / carer concerns and intervene early to resolve matters</li> <li>• Manage complaints as close to the patient interface as possible and escalate only as required in accordance with The Bays Complaints Handling Policy</li> <li>• Maintain confidentiality on all issues relating to patients, colleagues and the organisation</li> <li>• Treat all patients/clients with respect and empathy while being responsive to their needs</li> </ul>
<p><b>Security Check</b></p>	<p>Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific role as requested by The Bays Healthcare Group Inc.</p>
<p><b>Immunisations</b></p>	<p>To receive mandatory vaccinations or meet the criteria for exemption.</p>
<p><b>Qualifications / Experience - Mandatory</b></p>	<ul style="list-style-type: none"> <li>• Registered Nurse, Division 1 or Endorsed Enrolled Nurse currently registered with the Australian Health Practitioner Regulatory Agency</li> <li>• Proficient and recent experience in acute clinical nursing</li> <li>• Proficiency in Microsoft Office Suite and appropriate typing skills</li> </ul>
<p><b>Qualifications / Experience- Desirable</b></p>	<ul style="list-style-type: none"> <li>• A post graduate qualification in clinical nursing</li> </ul>
<p><b>Personal Competencies Required</b></p>	<ul style="list-style-type: none"> <li>• A focus on customer service and continuous quality improvement</li> <li>• Excellent communications skills with an ability to work collaboratively with others</li> </ul>
<p><b>Job Competencies Required</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated ability to provide leadership ensuring best practice in patient care</li> </ul>



	<ul style="list-style-type: none"><li>• Effective human resource and communication skills and ability to manage a diverse team to achieve positive outcomes</li><li>• A focus on customer service and continuous quality improvement</li><li>• A demonstrated commitment to professional development</li><li>• Experience, knowledge and demonstrated ability to utilize information technology to enhance practice</li></ul>
<b>Inherent Requirements</b>	<ul style="list-style-type: none"><li>• Able to fulfil the inherent requirements of the role as per the Job Demands Checklist</li><li>• Able to use equipment and tools safely and without physical or other restriction</li><li>• Undertake assessment of ability to physically and mentally meet the requirements of the role</li><li>• Manual handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements</li></ul>

**Note:** *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Approved: \_\_\_\_\_  
Signed, Manager Title

/ /  
Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: \_\_\_\_\_  
Signed, Employee

/ /  
Date

\_\_\_\_\_  
Print Name, Employee