

# Position Description

## Surgical Liaison Nurse

<b>Classification:</b>	Registered Nurse Division 1 – Grade 3B, YU11
<b>Business unit/department:</b>	Division of Surgery, Anaesthesia & Procedural Medicine
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
<b>Employment type:</b>	Parental Leave Cover
<b>Hours per week:</b>	24 hours per week / 0.6 EFT
<b>Reports to:</b>	Planned Surgery Access Manager
<b>Direct reports:</b>	N/A
<b>Financial management:</b>	N/A
<b>Date:</b>	July 2025

### Position purpose

The Surgical Liaison Nurse (SLN) provides specialty-nursing services for patients requiring elective surgery at the Austin Health and is a part of the elective surgery booking team.

The focus of the SLN is to provide an efficient, streamlined and effective preadmission processes for elective surgery patients. This is achieved by ensuring optimal preadmission and day of surgery/post-surgery outcomes for elective surgery patients.

The SLN role will require close working relationships with relevant staff including elective surgery booking team, surgical units, unit managers, patient access and flow, bed management, outpatients, theatre & anaesthetics and other liaison nurses across Austin Health.

## About the Directorate/Division/Department

The Surgery, Anaesthesia and Procedural Medicine Division (SAPM) is responsible for over 50,000 procedures per year delivered to the community serviced by Austin Health.

The SLN role is based within the surgical liaison nurse team at the Austin site and is required to work across sites in coordinating the well-managed patient preparation for surgery. The role reports to the Planned Surgery Access Manager

## Position responsibilities

### Role Specific:

This SLN role will have a focus on the preadmission requirements for Elective Surgery patients in the Urology Unit. The workload and work focus of all SLN's can change depending on the requirements across all units within SAPM or at the direction of the Elective Surgery Access Manager (ESAM).

### Key Responsibilities

- To provide a comprehensive pre-admission service for elective procedures that is inclusive of allocation of patients to appropriate surgical lists, admission requirements and discharge planning.
- Completes preadmission health assessments of patients and potential readiness for surgery
- Booking of surgical lists in accordance with the Elective Surgery Access Policy (ESAP) (DHHS 2015) and local Austin Health guidelines.
- To manage the elective surgery waiting list for related units in accordance with ESAP and local Austin Health guidelines.
- Implements strategies which effectively manages the Category 1, 2 and elective surgery waiting listed patients in accordance with local and external guidelines
- Provide effective patient and carer / family education regarding the patient's planned procedure, preparation for surgery, perioperative journey, post operative care and discharge planning.
- Provides written details of health assessment data and surgical preadmission planning in the patient's history that meets legal, professional and organisational standards.

### Direct Comprehensive Care

#### Delivery of Care

- Delivers high quality patient care
- Assists with ensuring that all local policies and procedures are current and up to date
- Utilises audit processes to ensure high quality patient care is maintained
- Demonstrates a high level of clinical knowledge relevant to surgical nursing and acts as a clinical resource for staff, patients, carers and families.
- Provides an complete pre-admission service for elective patients, with effective allocation of patients to appropriate surgical lists, consideration of and planning for admission requirements and discharge planning.
- Effectively manages the elective surgery waiting list for related unit
- Uses clinical information systems to inform decision making and evaluate outcomes.
- Ensures documentation meets legal, professional and organisational standards.
- Fosters strong communication links between patient, patient's family and multidisciplinary team.
- Liaises effectively with individuals, teams and departments within Austin Health and external agencies/providers across Australia.

#### Planning for Care

- Displays an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of patients, staff, organization and relevant guiding policies eg Elective Surgery Access Policy (ESAP).
- Gathers sufficient information to make informed decisions within scope of practice



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- Implements strategies which effectively manages the elective surgery waiting list (ESWL) in accordance with guidelines
- Participate in relevant committee processes and attend relevant meetings relating to waiting list management.
- Implements strategies for reducing long waiting patient on ESWL
- Implements strategies for reducing length of stay for unit whilst achieving quality outcomes.

#### Monitor and Evaluate Care

- Ensure the educational needs of the patient and carer/family are met through:
  - Determining the patient's and carer/family's understanding of diagnosis and educating as appropriate.
  - Educating the patient or carer/family to facilitate self-care where appropriate pre and post operatively.
  - Monitoring written patient education material to ensure that it is relevant, current, consistent with best practice, and conforming to Austin Health standards.
- Initiate and participate in the development of quality initiatives which measure and demonstrate best practice - key performance indicators, consumer satisfaction and cost efficiency for unit

### Education

#### Self Development

- Maintains and updates own professional development portfolio in line with AHPRA guidelines to demonstrate an ongoing commitment to learning and best practice.
- Adapts working style as appropriate to achieve effective outcomes.
- Invites and assimilates feedback from others by active participation in own performance review process.

#### Learning Environment & Realising the Potential of Others

- Contributes to creating a team environment, which promotes a positive culture, opportunity for learning and development
- Educate health care colleagues about the role and function of the SLN and the ESWL requirements
- Education of health care colleagues about unit-based procedures and liaise with the multidisciplinary team to establish patient care needs in relation to discharge plan and treatment regimes

### Research

#### Evidence Based Practice

- Is knowledgeable about elective activity data, performance expectations and actions to correct adverse performance within unit
- Is involved in the continued improvement of existing practices and policies according to evidence-based practice to minimise adverse patient outcomes
- Implements projects, processes and systems at the Direction of relevant Coordinator or Divisional Manager

#### Research

- Participates in research and trials conducted within the division
- Supports research projects and incorporates research project requirements into everyday practice, as guided by research coordinators and unit coordinators.



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## **Support of Systems**

### Driving Strategy and Change

- Contributes positively to team discussions to make well-informed decisions.
- Addresses critical factors when making complex decisions and escalates according
- Actively participates in committees and projects that contribute to the organisation's objectives and disseminates outcomes/key issues to unit staff
- Actively participates in interdisciplinary committees and working parties locally and organisation wide as required

### Delivering Results and Outcomes

- Demonstrates an ability to make effective decisions within an agreed specified time
- Manages own time efficiently and effectively in line with key priorities for the unit
- Initiate and participate in the development of quality initiatives which measure and demonstrate best practice - key performance indicators, consumer satisfaction and cost efficiency for unit

## **Professional Leadership**

### Professional Excellence

- Communicates information and expectations in a way that builds effective and collaborative working relationships with others.
- Communicates clearly and concisely.
- Effectively deals with challenging behaviours and seeks to resolve conflicts.
- Demonstrates leadership qualities.
- Maintains a professional demeanor and serves as a role model for all staff.
- Creates a climate where self-development and improvement is valued.
- Undertakes not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer
- Acts as a nursing leader demonstrating and modelling exemplary professional conduct.
- Ensures correct understanding of the message, and reframes message as needed.
- Demonstrates integrity by building trust and mutual respect between self, colleagues and stakeholders.
- Shares knowledge and information with the team.
- Demonstrates a positive attitude to the agreed role and responsibility of position.
- Reflects on practice in line with Austin Health values and applies these when interacting with others.
- Recognises and understands own emotions and reactions to situations.
- Appropriately and effectively articulates feelings and opinions.
- Perceives and understands the emotions of others.
- Maintains resilience through stressful situations.
- Actively engages in ongoing self-development.
- Abides by Austin Health corporate policies and practices.

### Accountability

- In conjunction with surgical team, Unit Coordinator (if relevant) and Divisional Managers, analyse and evaluate data relating to waiting list management.
- Involved in the investigations of all Quality related concerns, feedback and data to improve
- Promotes and ensures a safe and healthy workplace for staff and patients.



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- Is actively involved in matters relating to Occupational Health and Safety and ensures safety standards in the workplace are met.
- Ensure safe work practices and environment in accordance with Austin Health Policies.
- Participates in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management

## Selection criteria

### Essential Knowledge and skills:

- Registered Nurse, Nursing and Midwifery Board of Australia (NMBA)
- Substantial knowledge and expertise of the role and function of the SLN
- Advanced clinical assessment skills.
- Demonstrated leadership ability.
- Patient-centered approach to evidence-based care delivery
- Demonstrated knowledge of professional standards knowledge of legal and ethical requirements
- Demonstrated ability to use clinical information systems
- Ability to communicate effectively in both written and verbal form
- Ability to problem solve in a variety of complex situations
- Ability to work autonomously and as a member of a dynamic team which works effectively within a multidisciplinary environment
- Ability to assist and support the implementation of quality and change management initiatives and clinical projects.
- Demonstrated ability to utilise data to drive performance

### Desirable but not essential:

- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.
- Post Graduate Qualification in nursing or area relevant to position

### All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments
- Maintain a safe working environment for yourself, colleagues and members of the public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care
- Comply with Austin Health mandatory training and continuing professional development requirements
- Work across multiple sites as per work requirements and/or directed by management

## Professional qualifications and registration requirements

### Registration requirements:

- Registered Nurse, Nursing and Midwifery Board of Australia (NMBA)



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## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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