

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Elective Surgery Access Nurse
Position Number:	516300
Classification:	Registered Nurse Grade 3-4
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals South – Royal Hobart Hospital Surgical and Perioperative Services
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Nurse Manager - Elective Surgery Access
Effective Date:	March 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	Possess or working towards relevant post graduate qualification

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Elective Surgery Access Nurse (ESAN):

- Strengthens health outcomes through the provision of safe, quality, clinically appropriate nursing care, in partnership with patients/clients, their families and other health professionals.
- Supports the designated specialty unit/s and coordinates the patient elective surgery care pathway.
- Is guided by policy, protocol and procedures developed and authorised by Department of Health (DoH) and the Department of Anaesthesia & Peri-operative Services.
- Has a key role in ensuring that patients arrive on the day of their procedure with all relevant documentation completed and a plan of care is in place.
- Works on a day to day basis with the specialty unit and liaises closely with the relevant Perioperative Units. The ESAN assists in the active, safe and consistent management of elective surgery waiting lists in accordance with the Improving Time to Treatment statewide policy.

Duties:

I. CARE COORDINATION

PRE-ADMISSION SERVICE

- Act as primary contact person for the relevant waiting list for both patients and clinicians. Attend Outpatients Specialist Clinics to assess patients referred for elective surgery waiting list.
- Prioritise and focus on patients identified as complex or significant (category one) providing clinical preoperative assessment to meet the expectation of planning and preparation of treatment in 30 days.
- Ensure the 'Patient Health Questionnaire' is completed and recently reviewed to determine the current need for Anaesthetic consultation or other interdisciplinary referral and coordinate relevant appointments.
- Ensure relevant pre-admission investigations and referrals are executed and triaged to the appropriate person, ensuring the results of investigations and referrals are available to the multidisciplinary team and readily accessible on the day of admission.

CARE CONTINUUM

- In conjunction with the patient and family initiate discharge planning process.
- Liaise with other agencies for the provision of services and ambulatory supports required by the patient.
- Identify patients with potential ongoing health care needs and facilitate appropriate referrals as required.

REQUEST FOR ADMISSION (RFA)

- Ensure all information is completed on the RFA form to assist in the coordination and planning of the patient care pathway.
- Assess all RFAs for appropriateness of booking – Day Only and Day of Surgery Admission and identify appropriate admission point suitability and equipment for inpatient management.
- Ensure the coordination and management of the patient is recorded on the relevant electronic database/s.
- Ensure bed requirements are identified at the time of booking or following an aesthetic assessment.

WAITING LIST, PROCEDURAL, INVESTIGATION AND THEATRE BOOKINGS

- Coordinate the patient's admission schedule, ensure patients are placed on the Waiting List, and monitor patient progress and ensure relevant timelines are met in accordance with Tasmania's Elective Surgery Access Policy.
- Review lists for the following week to confirm order of list and ensure communication of changes to patients and relevant departments.
- Monitor postponements and ensure postponed patients are re-booked in accordance with Perioperative Services guidelines.
- Liaise with the relevant stakeholders in overseeing appropriate management of patients wishing to cancel or alter bookings in accordance with Tasmania's Elective Surgery Access Policy.
- Ensure an appropriate and accurate "Ready for Admission" pool of patients for each specialty unit is maintained.
- Review documentation/medical history for patients who have been deferred/postponed ensuring status is unchanged and pre-admission details remain current.
- Liaise with treating clinician regarding patients who are well outside of their desired waiting time for their clinical priority category.

2. PATIENT AND FAMILY EDUCATION

- Facilitate and/or provide patient and family education about admission, hospital episode and discharge.
- Maintain communication with patients to provide accurate and timely information about their planned admission, their rights and responsibilities re their transport and escort arrangements, and any changes to their contact details.
- Assist in the development of literature to educate and inform patients in the understanding of their hospital, procedure and post discharge care.
- Participate in relevant projects for the education of patients.
- Monitor and evaluate patient satisfaction with the liaison process.

3. NETWORK, PARTNERSHIPS – TEAMWORK

- Collaborate and communicate effectively with multidisciplinary team regarding individual patient's needs to achieve desired outcomes.
- Maintain appropriate communication with relevant stakeholders.
- Ensure effective communication and information is maintained by attending and participating in Surgical Access team meetings and audits.
- Participate in project teams/committees as required.
- Act as a resource and role model for clinical excellence in the delivery of patient care.

4. LEARNING CULTURE

- Accepts responsibility for continuing own professional development by participating in the Performance Development Agreement and identifying needs or seeking direction in identifying needs to maintain expertise and currency with health care trends and nursing practices.

- Participates in the development and review of policies and procedures to reflect current evidence-based practice for the practice setting.
- Attend relevant external / internal education sessions to keep informed of current trends and developments.
- Participate in continuing education activities, committees and professional and special interest groups.
- Assume responsibility as a self-directed professional for continuing education and maintain documentation of evidence of professional development.
- Supports the development of others through participation in orientation and preceptoring nurses and other members of the health team

5. SAFETY AND QUALITY

- Support programs that ensure Safety and Quality Improvement objectives are met.
- Develop tools for use in quality and performance monitoring.
- Ensure that relevant and reliable data is collected, collated and utilised as the basis of decision making and quality improvement initiatives.

6. OTHER:

- allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Teamwork is fundamental to the role, it is expected that the Elective Surgery Access Nurse will work collaboratively with other members of the multi-disciplinary team, the patient and their family in a patient-centred model.
- Works autonomously at unit level and receives general guidance and support from the Nurse Unit Manager, Associate Nurse Unit Manager or A/H Manager.
- Responsible for the efficient and effective management of delegated activities.
- Maintain standards and assume accountability and responsibility for own actions and act to remedy unsafe practice, unprofessional conduct or care that does not meet standards.
- Model and actively promote the agreed values and strategic direction of the Unit, Departmental and the Agency.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. A high level of knowledge and skills combined with significant experience in acute surgical nursing. Knowledge and understanding of pre-admission, admission, discharge and waiting list management principles.
2. Advanced level of communication skills – Individuals will demonstrate the ability to effectively communicate, negotiate and collaborate with members of multidisciplinary teams, diverse stakeholders, patients and their families: including the ability to address conflict and resolve disputes.
3. Patient Focus – Individuals will consistently and enthusiastically deliver high levels of patient service demonstrated by the provision of prompt, efficient and personalised service, responding to patient needs and a commitment to delivering high quality outputs.
4. Possess sound analytical, judgment and problem-solving skills – Individuals will demonstrate the capability to seek all relevant information, analyse issues from different perspectives and draw sound inferences from information available.
5. Knowledge of and a demonstrated commitment to apply principles of quality improvement and evidence-based practices to the practice setting.
6. Computer literacy – the ability to understand and input data related to booking of elective procedures: use of Excel, Outlook Calendar and the Patient Administration System iPM.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).

Progression to Grade 4 - Formal Capability Assessment:

To advance to Grade 4 the registered nurse must undertake a Formal Capability Assessment and must demonstrate that they meet the required criteria specified in the *Nurses and Midwives Heads of Agreement* and in the *Grade 4 Formal Capability Assessment Guidelines*:

https://www.health.tas.gov.au/intranet/thsl/hr/employment_training_and_development/grade_4_progression_-_nurses_and_midwives

The Grade 4 nurse is a registered nurse who demonstrates competence in advanced nursing practice and is experienced in their chosen area of clinical practice. They contribute to workplace activities beyond their immediate responsibilities of delivering clinical care to their patients or clients. This may include active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

Application for advancement from Grade 3 to Grade 4 is a voluntary decision by the registered nurse after they have determined they have the necessary skills and attributes required of this Grade, meet the eligibility criteria, and are committed to providing clinical leadership and excellence in the practice setting.

To be eligible to apply for a Grade 4 classification the Grade 3 nurse must:

1. Have met a minimum of four years experience after gaining their initial qualification as a registered nurse, and apply for progression in accordance with the terms and conditions stipulated in the Nurses Agreement.
2. Meet the assessment criteria outlined in the Grade 4 Formal Capability Assessment Guidelines relating to:
 - a. Clinical knowledge and skills
 - b. Education of self and others
 - c. Clinical leadership and management
3. Be committed to providing clinical leadership and excellence in the practice setting and contributing to workplace activities including active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

Duties/Responsibilities:

1. Supports the Nurse Unit Manager and/or Clinical Coordinator in the coordination of patient/client care delivery on a shift by shift basis through the effective allocation and prioritising of nursing-midwifery resources.
2. Assists the Nurse Unit Manager in ensuring a high standard of clinical care is provided to the practice area.
3. Actively participates in clinical education, safety and quality processes, practice development and other clinical leadership activities.
4. Assists the Nurse Unit Manager in supporting and guiding staff performance and development.
5. Manages a clinical portfolio and contributes to research and other practice development activities within the practice area.

Note: The Grade 4 registered nurse-midwife is required to consistently undertake these duties/responsibilities however the Grade 3 registered nurse-midwife may also be required to undertake these duties/responsibilities from time to time.