

		<b>West Wimmera Health Service</b> P.O. Box 231 NHILL, VICTORIA 3418 Telephone: 5391 4222 Facsimile: 5391 4228	
<b>Position</b>	<b>PRE-ADMISSIONS</b>		
<b>Location</b>	West Wimmera Health Service, Nhill Hospital	<b>Reports To</b>	Executive Director of Clinical Services
<b>Award</b>	Nurses (Victorian Health Services) Award 2016 - 2020	<b>Level</b>	Depends on experience
<b>Effective Date</b>	16/09/2016	<b>Review Date</b>	16/09/2020
<b>Position Overview</b>	To provide a service a Registered Nurse who is able to utilise assessment and education skills to obtain comprehensive preoperative history and physical examination, assessment of patients' understanding and expectations of surgical outcomes as well as review the patients' medical history delivers that.		
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Professional Practice</li> <li>• Personnel Management</li> <li>• Adaptability</li> <li>• Quality</li> <li>• Policy and Organisation</li> <li>• Financial Management</li> <li>• Safety</li> <li>• Communication</li> </ul>		
<b>Liaise With</b>	<b>Internal:</b> All staff, departmental managers and Executive Directors  <b>External:</b> Community, organisation staff, external consultants, relevant government and non-government organisations, customers		

**POSITION RELATIONSHIPS:**

Responsible To

Executive Director of Clinical Services



Responsible To

Clinical Operations Manager



Responsible To

Theatre Manager



This Position

Pre-Admissions

**KEY RESPONSIBILITIES:**

- To support the organisation to deliver quality services.
- To continuously improve health service delivery through effective management of the pre-admission process at West Wimmera Health Service.
- Demonstrate effective communication when interacting with patients, clinical and non-clinical clients.
- Being courteous and considerate with use of clear concise and legible written communications within all documentation.
- Enacts the processes related to patient handover, including the patient safety checklist and actively follow up any issues.
- Complete all documentation in relation to medication administration.
- Have an understanding of surgical procedures to be performed in order to be able to explain the significance of the patients' preoperative instructions that are to be followed before admission for surgery.

### **STATEMENT OF DUTIES:**

<b>Duty</b>	<b>DETAILS</b>
<b>1.0</b>	<b>LEADERSHIP</b>
1.1	Ensure excellent time management and organisational skills are utilised.
1.2	To establish and maintain protocols and procedures for the pre-admission process.
1.3	To develop and maintain information pamphlets for patient education.
1.4	Assist in the development of clinical documentation.
1.5	To ensure documentation of assessment of patients' and expectations of surgical outcomes have meet legal requirements.
1.6	To provide safe and effective patient-centred nursing care to the patients/clients and carers of West Wimmera Health Service.
1.7	To ensure optimal outcomes for patients/clients and carers of the service through the promotion of best practice including the appropriate escalation of care.
1.8	To work collaboratively utilising effective team communication with members of the multidisciplinary health team in the planning, implementation, assessment and evaluation of patient care.
1.9	To act as an advocate for the specific needs of all patients/clients and carers including those from the indigenous population or other multi-cultural groups providing appropriate care to the patient/client undergoing specialised procedures.
1.10	To maintain and promote a professional standard evidenced by ethical nursing practice, adherence to the policies and protocols of West Wimmera Health Service.
<b>2.0</b>	<b>PROFESSIONAL PRACTICE</b>
2.1	Demonstrate a commitment to positive promotion of the organisation within the community.
2.2	Ensure personal professional development programs undertaken.
2.3	Monitor policies pertinent to the position, function of the role, ensure that they are up to date, and meet reporting and legislative requirements.
2.4	To participate in educational and professional forums, to ensure knowledge of contemporary and anticipated trends and models in nursing care, management and pre-admission planning.
2.5	Be aware of appropriate patient criteria relating to same day surgery, inpatient or day of surgery.
2.6	Review all new admissions, where practicable.
2.7	Use of systematic and planned approach to nursing care to meet the individual needs of patients

2.8	Confirming patient identification and identification of the correct surgical procedure.
2.9	Ensuring valid surgical and anaesthetic consent.
2.10	Obtaining a clear and comprehensive record of the patient's physical and psychosocial health factors that are relevant to preoperative process.
2.11	Communicate important patient information to relevant members of the surgical team to ensure continuity of care.
2.12	Confirm details of patient allergies, physical and other disabilities and previous surgery.
<b>3.0</b>	<b>PERSONNEL MANAGEMENT</b>
3.1	To be involved in the performance of and learning processes for nursing students, and all nursing staff.
3.2	To provide support and guidance for employees, where necessary.
<b>4.0</b>	<b>ADAPTABILITY</b>
4.1	To have the ability to cope with rapidly changing circumstances and quickly grasp new concepts.
4.2	To have the ability to liaise with senior managers, both internal and external to the organisation, and co-ordinate all relevant communications to them.
4.3	To have the ability to cope with conflict and ensure a safe outcome is delivered for staff and patients/clients.
4.4	To anticipate and interpret the needs of the unit in terms of personnel, physical and administrative resources, including policy initiatives, demonstrating both forecasting and contingency planning.
<b>5.0</b>	<b>QUALITY</b>
5.1	Use of satisfaction evaluation tool to gauge patient/carer satisfaction (PAC satisfaction survey)
5.2	Promote a quality driven culture within the organisation.
5.3	Develops and monitors a risk management strategy that ensures the safe and effective implementation of strategies related to the Pre-admission process.
<b>6.0</b>	<b>POLICY AND ORGANISATION</b>
6.1	To organise and participate in the ongoing review of procedures/protocols and policy initiatives.
6.2	To actively participate in the review and maintenance of the performance appraisal in line with the position description.
6.3	Ensure all staff are aware of their professional responsibilities and medico-legal accountability.
6.4	To establish acceptable standards of practice and the quality of care given, through the ongoing review of a Quality Activities program.
6.5	To establish and maintain appropriate and effective contacts with other departments within the organisation and within the community.
<b>7.0</b>	<b>FINANCIAL MANAGEMENT</b>
7.1	To assist in budget and submission formulation as required.
7.2	To be cognisant of financial expenditure within the area and cost containment through effective utilisation of human, material and monetary resources.
<b>8.0</b>	<b>SAFETY</b>
8.1	To encourage staff to be conversant with the West Wimmera Health Service fire, safety and disaster procedures.
8.2	To ensure maintenance of a safe working environment for staff, patients and visitors, in addition to ensuring safe work practices by staff.

8.3	Possess a sound knowledge and work practices relating to infection control policies/procedures.
<b>9.0</b>	<b>COMMUNICATION</b>
9.1	Provide leadership to a diverse team or participate as an active member of a team.
9.2	Perform as a team member through sensitivity to workload and needs of other staff, patients/clients and carers; knowledge of own ability; demonstrating accountability for own practice, and ongoing peer and self-education.
9.3	Actively promote the goals, purposes and strategies of West Wimmera Health Service.
9.4	Actively participate in unit meetings.
9.5	Mentor nursing students in the workplace.
9.6	Promote and participate in multi-disciplinary care working with a diverse range of clinicians to plan, implement and evaluate care delivery.
<b>10.0</b>	<b>APPRAISAL</b>
10.1	Initial appraisal – 6 months after appointment.  Thereafter – 12 monthly.

**SELECTION CRITERIA:**

<p><b>KEY SELECTION CRITERIA:</b></p> <ul style="list-style-type: none"> <li>• Registered Nurse with a current AHPRA Registration</li> <li>• At least 3 years post graduate experience in General Nursing</li> <li>• Excellent interpersonal, communication and organisational skills</li> <li>• Demonstrate evidence of excellent written and verbal communication and effective interpersonal skills</li> <li>• Excellent computer skills</li> <li>• Demonstrate ability to organise and prioritise work</li> <li>• Demonstrates experience in Quality Improvement Principles</li> <li>• Demonstrates experience in Information Management Systems</li> </ul>
<p><b>DESIRABLE SELECTION CRITERIA:</b></p> <ul style="list-style-type: none"> <li>• Experience in pre-admission planning</li> <li>• Hold or working towards postgraduate qualification in Management</li> </ul>
<p><b>SPECIALISED EQUIPMENT OPERATED:</b></p> <ul style="list-style-type: none"> <li>• Computers and associated software</li> <li>• Photocopier, scanner</li> <li>• Facsimile</li> </ul>

**CERTIFICATION:**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<b><i>PRE-ADMISSIONS</i></b>	
<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

<b><i>THAETRE MANAGER</i></b>	
<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

<b><i>CLINICAL SERVICES EXECUTIVE</i></b>	
<b>Name:</b>	
<b>Signature:</b>	
<b>Position</b>	
<b>Date:</b>	