

<b>Position Title:</b>	<b>Pre-Admission Nurse</b>
<b>Classification:</b>	Registered Nurse
<b>Division:</b>	Nursing
<b>Department / Unit:</b>	Day Procedure Unit
<b>Reports to:</b>	NUM
<b>Salary and Conditions:</b>	As per the current MHPH Nurse Enterprise Agreement and National Employment Standards
<b>Immunisation Risk Category:</b>	Category A

### Hospital Description:

Mildura Health Private Hospital is a 53-bed private hospital including a 29 bed Medical / Surgical in-patient ward with two Enhanced Care beds and a Treatment Room; Day Procedure Unit; Day Oncology Unit; three operating theatres and partnership with Mildura Health Private Consulting. Specialties include Cardiology (pacemaker insertions), Dental, Ear Nose and Throat, General Medicine, General Practice, General Surgery, Gynaecology, Oncology, Ophthalmology, Oral & Maxillofacial, Orthopaedics, Palliative Care, Plastic / Reconstructive, Sleep Studies, Urology and Vascular.

### Our Vision

Your health, your choice

### Mission Statement

Providing life-long, exceptional health care when you need it

### Our Values



**Honesty**

We act with uncompromising honesty and integrity in everything we do.



**Fairness**

We operate in accordance with the rules and an ethical framework.



**Respect  
the  
Rights of  
Others**

We show respect for the dignity of the individual and mutually respect and value each other.



**Independence**

We are independent in thought and action and understand the importance of Mildura Health's core responsibility as a good corporate citizen in our community and industry.

**Position Summary:**

- Preadmission Nurse - Coordinates the pre-operative assessment of patients to ensure optimal pre-operative preparation of patients for surgical and endoscopy procedures in conjunction with other members of the multidisciplinary team.
- Ensuring appropriate pre-operative workups and education for patients
- Liaising with treating doctors, theatre, and other relevant departments to ensure appropriate pre-operative care and planning for post-operative care.

**Mandatory Requirements:**

- Vaccination against COVID-19 and Influenza is a mandatory requirement for healthcare workers in Victoria, and as such, all employees at Mildura Health Private Hospital.
- Evidence of AHPRA registration
- Evidence of Professional Qualification
- Satisfactory National Police Check
- Current Working with Children's Check (Employee)
- Immunisation History (Satisfactory Health Declaration)
- Photo Identification (Drivers Licence / Passport).

**Key Selection Criteria:**

- Minimum of five years post graduate experience including at least 3 years' experience in the acute clinical environment
- Assessment, clinical reasoning, problem solving and prioritisation skills.
- Ability to contribute to and practice collaboratively as part of a multidisciplinary team.
- Effective interpersonal skills – verbal and written.
- Organisational and time management skills
- Well-developed computer skills with a good working knowledge of Microsoft Suite applications and an ability to embrace electronic clinical programs.
- Understanding of quality management systems / principles including quality improvement; workplace health and safety; infection control and healthcare accreditation programs.

**Skills, Knowledge, and Attributes:**

- Demonstrated clinical knowledge and experience in the delivery of evidence-based nursing care within a pre-admission service or surgical ward setting.
- Strong communications skills.
- Ability to assess patient acuity level and implement management strategies.
- Liaise with other members of the Health Care Team to facilitate the patient's journey.

**Key Responsibilities:**

- Timely assessment of patients written pre-admission information (MR/1)
- Coordinate follow up management as required.
- Ensure All documentation is available for Surgery date. Completes clinical documentation and undertakes other administrative tasks as required.
- Arrange pre-admission Consults with Anaesthetists as required.
- Educates patients/carers on pre-operative care and post-discharge care requirements.
- Coordinates care planning with the relevant Clinical Nurse Manager and multidisciplinary health care team.
- Escalates patient/carer concerns to DPU Nurse Manager.
- Reviews and updates pre-admission patient information and patient education information in line with evidence-based practice.

- Acts as a clinical resource, problem solver and support person for other registered and enrolled nurses in the management of patient care.
- Uses effective communication skills when interacting with patients, families/carers and health professionals.
- Recognises the necessity to continually develop skills and acquire additional knowledge appropriate to the position.

**General Responsibilities:**

- Practices in accordance with the Nursing and Midwifery Board of Australia Code of Professional Conduct and Code of Ethics
- Understands and practices within own scope of practice.
- Integrates nursing and health care knowledge, skills, and attitude to provide high-quality, safe, and effective nursing care

**Management:**

- Contribute to the professional development of others including preceptorship of new staff and/or students on placement.
- Exercise economy in the use of resources, supplies and time.
- Actively participate in team meetings, staff forums and other meetings relevant to role and as requested by manager.

**Professional Development:**

- Participate in the hospital appraisal process.
- Complete mandatory competencies as directed and per the Training/Competency Calendar.
- Maintain and update knowledge and skills through regular attendance at education and training sessions and in-service education.
- Keep abreast of technology relating to the area.

**Safety and Quality:**

- Demonstrate an understanding of the MHPH Quality Management System and actively contribute to quality improvement activities and the hospital's plan to achieve organisational objectives.
- Understand, contribute to, and participate in the hospital ISO certification process.
- Understand, contribute to, and participate in the application of the National Safety and Quality Health Service Standards (NSQHS) applicable to MHPH.

**Occupational Health and Safety:**

- Follow safe work practices and comply with the Hospital's Occupational Health and Safety policies and procedures and legislation, proactively reporting policies, hazards, incidents, and injuries to manager
- Make proper use of all safeguards, safety devices and personal protective equipment.
- Take appropriate care to protect the health and safety of self and others.