Position Description

Position title:	Registered Nurse
Department:	Operating Theatre
Classification:	RN Division 1, Grade 2 (YP3 – YP9)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Nurse Unit Manager – Operating Theatre

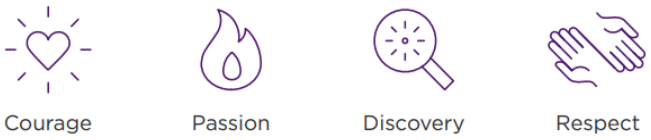
About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

About the department/unit

The Operating Suite forms an integral part of Perioperative Services. At the Royal Women's Hospital, Perioperative Services constitute a comprehensive, specialised department encompassing all facets of surgical care for patients. This department includes the Acute Pain Services, Operating Theatre, and Day Procedure Centre.

The Operating Suite delivers surgical services on a continuous 24-hour, seven-day basis and comprises a day procedure unit dedicated to IVF, dysplasia, and acute gynecological cases. The facility includes five operating theatres, one designated exclusively for emergencies, two procedure rooms, and a post-anesthesia care unit (PACU) equipped with ten bays. Surgical specialties provided encompass obstetrics, gynecology, urogynaecology, breast surgery, and oncology.

Position purpose

Registered Nurses are responsible for strengthening health outcomes through the provision of safe, quality, holistic and sensitive care, from admission to discharge. They work collaboratively in partnership with patients, consumers and other health professionals.

Key responsibilities

- To be professionally accountable for the standard of nursing care provided.
- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Infection Control, Equal Employment Opportunity, Data Integrity and Confidentiality.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions.
- Ensures all mandatory competencies are maintained annually.
- Works in accordance with the Victorian Public Sector Code of Conduct.

Duties

- Provides high quality nursing care
- Promotes a friendly, respectful and supportive environment
- Participates in quality assurance and clinical research studies
- Comply with the RWH Policies and Procedures
- Ensures accurate documentation
- Accepts and reflects on constructive feedback
- Acts as Team Leader in their theatre
- Undertakes Uterine Manipulation training and performs Uterine Manipulation as requested

Clinical practice

- Monitor patients by assessing, planning, implementing and re-evaluating their care, leading to exceptional patient experiences
- Consult with the multidisciplinary healthcare team as required to identify patient care options and plans

- Prioritise workload based on need, acuity and optimal treatment time, responding effectively to unexpected or rapidly changing situations
- Identify concerns/issues impeding efficient or safe service delivery to the Nurse Unit Manager and participate in implementing strategies for resolution
- Ensure that accurate information and records are maintained, using the Women's Electronic Medical Record (EMR) to fulfil the duties of the position
- Any other duties as required that meet relevant standards and recognised practice

Communication and teamwork

- Accept accountability for own actions and seek guidance when a situation exceeds experience or knowledge, delegating aspects of care to others as appropriate
- Communicate and collaborate effectively with others to facilitate the provision of care, and actively engage in team meetings
- Support the development of others by acting as a resource to colleagues, participating in orientating, preceptoring and mentoring of students and new staff, including graduate nurses and other learners

Quality, safety and improvement

- Ensure a safe environment is maintained for patients, visitors and staff by being aware of and involved in Occupational Health & Safety management of the unit
- Compliance with hospital policies, guidelines and ACORN standards
- Participate in team development of policies, procedures, protocols and guidelines which identify evidence based best practice
- Be respectful of the needs of patients, visitors and staff and maintain a professional approach to all interactions

Learning and development

- Participate in formal and informal education and professional development opportunities to maintain registration and to maintain an up-to-date knowledge base
- Undertake self-evaluation and professional development planning with the Unit Manager
- Complete annual mandatory competencies as required

Key selection criteria

Experience/qualifications/attributes

Essential:

- Current AHPRA registration as a Registered Nurse Div 1
- Ability to work a rotating roster, including 10-hour shifts, night duties, and on-call
- Current knowledge of, and the ability to apply, nursing principles and practices in the delivery of patient care, within designated practice area
- Well developed, effective communication and interpersonal skills
- Demonstrated ability to work effectively as part of a team and build strong relationships with a wide range of stakeholders
- A strong commitment to patient safety and patient-centred care
- The ability to time manage, prioritise and problem solve
- An interest in continuous improvement and professional development
- The ability to work a rotating roster
- Embodiment of the Women's values

Desirable:

- A post graduate certificate or working towards a post graduate certificate

- Experience in Women's Health Nursing

Organisational relationships

Internal relationships

- Nurse Unit Managers/Associate Unit Managers
- Patients, partners, and family members using the unit
- Multidisciplinary teams
- Other department staff members

External relationships

- Relevant external organisations
- Other healthcare providers

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Prolonged and Constant
Sitting – remaining in a seated position to complete tasks	Occasional
Standing- remaining standing without moving about to perform tasks	Prolonged and Constant
Walking – floor type even, vinyl, carpet,	Prolonged and Constant
Lean forward/forward flexion from waist to complete tasks	Frequent
Trunk twisting – turning from the waist to complete tasks	Frequent
Kneeling – remaining in a kneeling position to complete tasks	Occasional
Squatting/crouching – adopting these postures to complete tasks	Occasional
Leg/foot movement to operate equipment	Occasional
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Frequent
Lifting/carrying – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5 – 10 kilos	Frequent
– Heavy lifting and carrying – 10 – 20 kilos.	Occasional
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10 – 20 kg	Frequent
– heavy push / pull forces over 20 kg	Occasional
Reaching – arm fully extended forward or raised above shoulder	Frequent
Head/neck postures – holding head in a position other than neutral (facing forward)	Frequent
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers/hands	Frequent
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	N/A
Sensory demands	**Frequency**
Sight – use of sight is integral to most tasks completed each shift	Prolonged and Constant
Hearing – use of hearing is an integral part of work performance	Prolonged and Constant
Touch – use of touch is integral to most tasks completed each shift	Prolonged and Constant
Psychosocial demands	**Frequency**
Observation skills – assessing/reviewing patients in/outpatients	Prolonged and Constant
Problem solving issues associated with clinical and non-clinical care	Prolonged and Constant

Working with distressed people and families	Frequent
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Occasional
Exposure to distressing situations	Occasional

Definitions used to quantify frequency of tasks/demands as above	
Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: 5/6/25

Developed by: NUM

Date of next review: 4/6/26