

Position Description

Position title:	Enrolled Nurse Operating Theatre
Department:	Perioperative Services
Classification:	EN Level 1- 3 (IB60 – IB75)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Nurse Unit Manager – Operating Services

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:



Courage



Passion



Discovery



Respect

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.

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About the department/unit

The Perioperative Services at the Royal Women's Hospital is a comprehensive dedicated service incorporating all aspects involved in surgical intervention for patients. The Operating Suite is an integral department within Perioperative Services. The Operating Suite provides surgical services 24 hours per day, seven days a week and consists of Seven Operating theatres and a Day procedure center. Surgical specialties include obstetrics, gynecology, urogynecology, breast, oncology and emergency women's surgery.

Position purpose

The RN Division 2 is responsible for providing care to women and their families within a multidisciplinary team environment, working collegially with other health professionals and under the leadership of a RN Division 1 in the Scrub Scout role

The RN Div 2 provides patient focused nursing care for women in the instrument and circulating roles. The care provided is evidence based and directed to improving the surgical outcomes for women and their families.

Key responsibilities

Clinical Expertise/Skills

- Provides high quality nursing care and follows the guidance of ACORN standards
- Promotes a friendly, respectful and supportive environment
- Participates in quality assurance and clinical research studies.
- Complies with the RWH Policies and Procedures
- Ensures accurate documentation
- Accepts and reflects on constructive feedback
- 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 to all interactions.
- Ensures all mandatory competencies are maintained annually.
- Works in accordance with the Victorian Public Sector Code of Conduct.

Verbal

- Uses and maintains a high professional standard of verbal communication and behavior to all clients (staff, visitors and patients)
- Gives support and encouragement
- Demonstrates co-operation and support for others
- Utilises via appropriate communication and reporting channels

Non-Verbal

- Establishes and maintains constructive relationships with all members and patients of the Womens

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

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Key selection criteria

Experience/qualifications/attributes

- Relevant Health Industry Experience E.g. Operating Room Scrub Scout
- Sound knowledge and demonstrated experience to work in busy environment keeping tight timeframes
- Well-developed organisational skills
- Demonstrated commitment to patient-centered care, and evidence-based practice in health care service delivery
- Well-developed computer skills
- Good organisational skills and ability to work as an individual and as a member of the team

Essential:

- Current AHPRA registration as a Registered Nurse
- 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 including night duty and on call
- Embodiment of the Women's values

Organisational relationships

Internal relationships

- Operating Suite Nurse Unit Manager
- Elective Surgery Access Manager and Pre-admission Triage Nurses
- Day Surgery Unit Nurse Unit Manager
- Manager – Sterile Processing Service (SPS)
- Perioperative Services Associate Nurse Unit Managers
- Perioperative Services staff
- Theatre receptionist
- Hospital wide staff and patients
- Patients, their partners within the operating suite
- Allied health care team members
- 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

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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	Rare
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	Occasional
– Heavy lifting and carrying – 10 – 20 kilos.	Rare
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10 – 20 kg	Occasional
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Occasional
Head/neck postures – holding head in a position other than neutral (facing forward)	Occasional
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
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	Occasional
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

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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: July 2025

Developed by: Nurse Unit Manager

Date of next review: July 2026

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