

Position Description

Title	<i>Nurse Assistant Perioperative</i>	Position Reports to	NUM Perioperative or Delegate
Classification	IN37	Employment Status	Part time
Enterprise Agreement	HEALTH PROFESSIONALS, HEALTH AND ALLIED SERVICES, MANAGERS & ADMINISTRATIVE OFFICERS) ENTERPRISE AGREEMENT 2021-2025		

As Australia's only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital's (the Eye and Ear) has been providing care for the senses for more than 160 years. The Eye and Ear has over 90 different outpatient specialist clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 190,000 patients, with over 130,000 outpatients, nearly 44,000 emergency patients and over 14,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world's leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our values of **Integrity, Care, Excellence** and **Innovation** are at the core of everything we do.

- **INTEGRITY** We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect
- **CARE** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
- **TEAMWORK** We communicate openly, respect diversity of views and skills and work effectively with partners and in multi-disciplinary teams to deliver the best outcomes for patients
- **EXCELLENCE** We give our personal best at all times, deliver exemplary customer service, monitor performance and seek leading edge ways to improve it

Please read our full Strategic Plan here:

https://www.eyeandear.org.au/page/About_Us/Our_Publications_and_DVDs/

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

Position Summary:

A dedicated and detail-oriented professional to support the safe and timely delivery of surgical services by ensuring the efficient preparation and accurate provision of sterile equipment and surgical case set-ups. This role plays a critical part in enabling the surgical team—including medical and nursing staff—to perform procedures with confidence, knowing they have the correct, sterile instrumentation and equipment readily available. Working as part of a multidisciplinary team, the successful candidate will be responsible for maintaining high standards of infection control, adhering to hospital protocols, and ensuring compliance with all relevant regulatory and quality assurance requirements across our perioperative and surgical service areas

Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
 - Assume responsibility and accountability for any delegated activities to a nursing assistant.
 - Accept accountability for own actions and seek guidance if escalation required
 - Be involved in National Standards activities to ensure the department and the hospital meet accreditation requirements.
 - Ensures accurate availability of emergency equipment.
 - Evaluation of sterile product integrity
2. Work within an ethically and legally sound framework. Ensure that the delivery of clinical services within the Department is in line with best evidence based practice and the National Safety and Quality Health Service Standards (NSQHSS).
3. Information Technology (IT) skills that are commensurate with the requirements of the role.
4. Teamwork - To work effectively with all members of the health care team to meet the patient's needs.
 - Maintain effective communication between various department and hospital areas.
 - Ensure effective teamwork with colleagues.
 - Demonstrate a contribution to staff effectiveness by assisting in coordination of surgical set ups.
 - Commitment to positive interdepartmental communications
5. Personal Development
 - Initiate and participate in any quality assurance processes
 - Demonstrate a commitment to ongoing professional development and achievement of Surgical Services and organisational performance indicators.
 - Participate in continuing education sessions, committees and relevant professional groups

Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework ([link](#)) to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost-effective practice.
- Actively participate in the annual performance development cycle.
- Is compliant with the Eye and Ear Data Accountability Framework ([link](#)).

Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.
- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.
- The requirement for Advance Life Support training will be determined for nursing and medical staff working in specific departments based on acuity.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Experience	<ul style="list-style-type: none"> Excellent communication skills. 	<ul style="list-style-type: none"> Previous medical or hospital experience in

	<ul style="list-style-type: none"> • Customer focused. • Committed to quality. • Ability to work effectively within a multidisciplinary team. 	sterilisation, supply or similar
Competencies	<ul style="list-style-type: none"> • Completion of Mandatory & professionally and recommended competencies as per organisational requirement. • Demonstrated excellent communication skills • Basic computer skills e.g. Microsoft Office software programs and internet navigation. 	

Reporting Lines

Position Reports to – NUM Perioperative - Surgical Services/Clinical Operations

Key Working Relationships

Internal

- Nurse Unit Manager
- Associate Nurse Unit Managers
- Perioperative Services Manager
- Director of Surgical Services
- Nursing Staff
- Medical Staff
- Allied health Staff
- Sterile Processing Services staff
- All other hospital staff

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.

Author of Position Description or Manager of Position:

Name: Laura O'Connor – Perioperative Services Manager

Date: June 2025

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description.

Name: _____

Signature: _____

Date: ____ / ____ / ____