

Position Description

Title	Post Graduate Nurse Perioperative - Graduate Certificate in Clinical Nursing (Perioperative specialisation)	Position Reports to	Nurse Unit Manager Perioperative Suite
Classification	<i>RN Grade Year 5- 8</i>	Employment Status	Part time (Up to 70 hrs) Fixed term
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028 Agreement and any relevant successor Agreements.		

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 150 years. The Eye and Ear has over 50 different outpatient 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 250,000 patients, with over 200,000 outpatients, nearly 40,000 emergency patients and over 14,000 inpatients.

Vision Mission And Values

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 150 years. The Eye and Ear is a world leader providing exceptional care. We focus on providing the very best patient care possible through; striving to apply new and effective models of care, invest in research and training and share our knowledge to improve eye and ear health.

Our guiding principles- Integrity, Inclusive and Accessible care, Collaboration and Excellence 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
- **INCLUSIVE AND ACCESSIBLE CARE-** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
- **COLLABORATION-** 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 always give our personal best, 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.

Perioperative Services Vision

World-class surgical care, teaching and research to benefit our people and community through supportive, innovative, efficient and safe services.

Principles

- Professionalism
- Collaboration
- Continuous improvement
- Leading by example
- Respect

Position Summary:

An exciting opportunity for motivated learners, to gain post graduate qualifications in perioperative nursing. Applications are open for the 2026 intake of the Graduate Certificate in Clinical Nursing: Perioperative specialisation at Australian Catholic University.

- One-year fixed term contract of up to 70 hours per fortnight
- Commencing February 2026 as per ACU course dates

Clinical placement is provided by the Eye and Ear with support from the Perioperative Education team, Management team and experienced clinical preceptors. The theoretical component is delivered through ACU University. Further information available on the ACU website

[Postgraduate programs for nurses and other health professionals](#)

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.
 - a. Assume responsibility and accountability for any delegated activities to a Registered Nurse.
 - b. Perform nursing interventions and procedures in accordance with the Eye and Ear policies and procedures.
 - c. Maintains mandatory competencies for the nursing role and appropriate departmental requirements.
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).
 - d. Be involved in National Standards activities to ensure the department and the hospital meet accreditation requirements
 - e. Ensuring accurate functioning and recording of emergency equipment

3. **Information Technology (IT) skills** that are commensurate with the requirements of the role.
4. **Customer Service** - To provide/promote excellent customer service to all patients and their relatives.
 - f. Adopting and utilising a customer focused approach to service delivery within the department
 - g. Contributing to the development of improved processes that aim to improve service delivery
 - h. Responding to patients' satisfaction results to ensure a high level of satisfaction with the service delivered
 - i. Maintaining good working relationships with staff from all departments and external agencies
 - j. Incorporating patient involvement in service delivery
5. **Teamwork** - To work effectively with all members of the health care team to meet the patient's needs.
 - k. Maintain effective communication between various department and hospital areas
 - l. Ensure effective teamwork with colleagues
 - m. Demonstrate a contribution to staff effectiveness by assisting in coordination of orientation for new staff
 - n. Commitment to positive inter/intra departmental communications
 - o. Commitment to maintain clinical skills in all areas of Periop nursing roles including scrub/scout, Anaesthetics and PACU

6. Personal Development

- p. Initiate, participate in and/or facilitate nursing research and quality projects within the department
- q. Deliver evidence-based nursing care
- r. Demonstrate a commitment to ongoing professional development and achievement of the Operating Suite and organisational performance indicators
- s. Participate in continuing education sessions, committees and relevant professional groups
- t. Promote patient advocacy, health promotion and teaching
- u. Accept responsibility for Continuing Professional Development (CPD) of self and actively keep a CPD portfolio as required by the Nursing and Midwifery Board of Australia

Quality, Patient Safety and Risk Management

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

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Understanding working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework 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

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
Qualifications	Maintain current registration with relevant National Board in conjunction with the National Agency (AHPRA) or equivalent	Membership of VPNG/AONA
Experience	2 years minimum perioperative experience either in scrub/scout and/or Anaes/PACU roles	Ophthalmic and/or ENT perioperative experience
	Being patient focused	
	Undertaking quality focused work	
	- Able to work completely in one or more of the following Perioperative areas: - Instrument and Circulating nursing - Post- Anaesthetic Care Nursing (PACU) - Anaesthetic Nursing	
Competencies	Expected competencies aligned with those expected of a Registered Nurse working in perioperative suite in - Scrub/Scout, Anaesthetic and PACU nurse roles.	Advance Life Support qualified/trained
		Paediatric Advance Life Support qualified/trained

Reporting Lines

Position Reports to: Nurse Unit Manager – Perioperative Suite

Number of Direct reports: 0

Key Working Relationships

Internal

- Associate Nurse Unit Managers
- Nurse Education Team
- Nursing Staff
- Medical Staff
- Allied health Staff
- All other hospital staff

External

- Customers (patients, relatives, GPs)
- Community
- Department of Human Services
- ACU staff
- Company representatives

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 OConnor – Perioperative Services Manager

Co- Author

Name: Smitha Sebastian- Clinical Nurse Educator

Date: 30.09.2025

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: ____ / ____ / ____