

Position Description

Title	<i>Floor Coordinator (Perioperative Suite)</i>	Position Reports to	<i>Nurse Unit Manager - Perioperative</i>
Classification	<i>ANUM (YW11)</i>	Employment Status	<i>Full time, Fixed Term Parental leave replacement</i>
Enterprise Agreement	<i>Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028 and any relevant successor Agreements.</i>		

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:

The Theatre Floor Coordinator provides operational and strategic leadership for an 8-theatre complex, Procedure Room, and Stage 1 Recovery, ensuring efficient workflows and achievement of key performance indicators. In addition to managing daily staffing allocations, rosters, and session coordination, this role drives continuous improvement initiatives to enhance theatre efficiency, patient safety, and staff engagement. Acting as a key leader, the floor coordinator mentors and supports theatre technicians and support staff, oversees performance and compliance, and fosters a culture of collaboration and accountability. Working closely with multidisciplinary teams, the floor coordinator maintains a hands-on clinical presence while leading change management strategies that align with organisational goals and pivotal in shaping future models of care and driving innovation in perioperative services.

Key Responsibilities / Performance Outcomes:

1. Clinical Excellence

- Deliver high-quality, patient-centred care through assessment, planning, implementation and evaluation in collaboration with patients, carers and the multidisciplinary team.
- Ensure all clinical services comply with NSQHS Standards, evidence-based practice, and an ethically and legally sound framework.

2. Operational Leadership

- Coordinate patient flow and theatre utilisation to optimise timely access to care and achieve throughput targets.
- Allocate perioperative staff with appropriate skill mix and forecast resource needs to meet daily and strategic requirements.
- Collaborate with the Nurse Unit Manager and ANUM team to align operations with organisational goals and service priorities.

3. Strategic Leadership & Continuous Improvement

- Drive initiatives that enhance theatre efficiency, patient experience and staff engagement.
- Use data from incidents, performance metrics and audits to identify improvement opportunities and influence changes in clinical practice and models of care.
- Participate in quality improvement and research activities to support innovation and best practice.

4. Team Leadership

- Lead and mentor theatre technicians and support staff, ensuring performance management, mandatory training and professional development.
- Foster a culture of collaboration, accountability and customer service across all perioperative teams.

5. Financial & Business Planning

- Support budget management and cost-effective utilisation of human and material resources.
- Monitor risks, report variances and contribute to business planning and strategic initiatives.

6. Stakeholder Engagement

- Build strong relationships with internal and external stakeholders to maintain the reputation and performance of the operating theatres.
- Represent perioperative services in relevant meetings and committees, contributing to organisational objectives.

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.

(Statement for all nurse, doctor, orthoptist, pharmacist, pharmacy technician)

- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.

(Statement for all medical and nursing positions)

- 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	<ul style="list-style-type: none"> • Current AHPRA registration • Bachelor of Nursing • Post Graduate in Perioperative Nursing 	<ul style="list-style-type: none"> • Postgraduate in Leadership/Management qualification • Membership of Perioperative Nursing professional body
Experience	<ul style="list-style-type: none"> • Demonstrated relevant experience in perioperative services for at least 8 years at a senior level • Demonstrated strong leadership of multidisciplinary team • Professional skills, enthusiasm and initiative to provide excellent clinical service. • Ability to communicate and work effectively in a team environment. • Commitment to quality activity and provisions. 	<ul style="list-style-type: none"> • Ability to identify and address inappropriate behaviours and reinforce desirable behaviours • Participated successfully in a recent national accreditation processes • Facilitated effective performance management processes, recruitment and induction processes
Competencies	<ul style="list-style-type: none"> • Highly developed interpersonal and negotiation skills • Demonstrated ability to 	<ul style="list-style-type: none"> • Sound understanding of department operating and capital budgets

	<p>develop, build and maintain relationships with key stakeholders, including senior medical staff</p> <ul style="list-style-type: none"> • Demonstrated ability to take ownership for resolving problems in a timely manner • Demonstrated sound judgement and decision making • Commitment to working in a team environment and leading a safety culture • Always demonstrate respect and professionalism. 	<ul style="list-style-type: none"> • Understanding of the National Safety and Quality Health Service (NSQHS) Standards • ALS and/or PALS trained
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Reporting Lines

Position Reports to - Nurse Unit Manager - Perioperative

Number of Direct reports - 0

Key Working Relationships

- Director of Surgical Services
- Perioperative Services Manager
- Nurse Unit Managers
- After Hours Hospital Coordinators
- Nurse Educators
- Associate Nurse Unit Managers
- Clinical Support Nurses
- Medical, Nursing and Allied Health Staff
- Other hospital staff

External

- Patients
- Carers
- Consumers
- 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 O'Connor – Perioperative Services Manager
Date November 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: ____ / ____ / ____