

POSITION DESCRIPTION

Planned Surgery Liaison Nurse

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The purpose of the **planned surgery liaison nurse** is to ensure a smooth, safe and coordinated experience for patients undergoing planned surgery. The liaison nurse will act as a central point of coordination and communication for planned surgical patients ensuring they are clinically prepared, informed and supported throughout the surgical pathway while facilitating efficient scheduling and care delivery across the multidisciplinary team.

Position Details	
Position Title:	Planned Surgery Liaison Nurse
Department	Planned Surgery Unit
Reports to:	Planned surgery Unit Manager
Positions Reporting to this role:	N/A
FTE:	
Budget:	
Enterprise Agreement:	Nurses and Midwives 2024-2028
Position Classification:	YW11-YW12
Position Description last reviewed:	July 2025

Key Accountabilities

Patient coordination and communication – act as the primary point of contact for patients and provide clear and timely information regarding relevant pathways, pre-op preparation and postop expectations

Preoperative assessment and optimisation – review referrals and preadmission documentation to identify clinical needs and risk, coordinate preoperative assessments, collaborate with anaesthetists, surgeons and allied health.

Multidisciplinary team collaboration – act as link between surgeons and their rooms, preadmission clinic, operating theatres, bed management and ward staff to support timely and efficient surgical flow using advanced communication and problem-solving skills.

Surgical list preparation – work with peri-op leadership and administration staff to prepare planned surgery lists according to the ESIS manual, the Planned Surgery Access Policy and related treat in turn principles and all ERH policies and procedures. Actively monitor waiting lists and flag concerns regarding delays or changes in readiness for care.

Quality, safety and compliance – ensure all patients meet clinical and administrative requirements through adherence to policy and procedure monitored with relevant auditing and validation processes.

Data management and reporting – maintain accurate records of referrals, patient interactions, actions and identified risks. Contribute to reporting on planned surgery KPI's where requested.

Continuous improvement – participate in audits, evaluations and quality improvement activities and provide feedback and insights to improve the planned surgery process and patient outcomes.

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Organisational Responsibilities

- Positively promote ERH within and externally to the organisation
- Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
- Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
- Comply with relevant registration bodies mandatory continuing professional development requirements
- Carry out all work and interactions in alignment with the CARE values
- Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position
- Each employee has a responsibility to comply with and promote compliance with the National Safety & Quality Health Service Standards and other industry standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal	External
Planned Surgery Nurse Unit Manager	VMO surgeon rooms / clerical staff
Peri-Op Nurse Unit Manager	GP anaesthetists and proceduralists
All Peri-Op Nursing and Clerical staff	Patients and families
VMO surgeons and anaesthetist,	
Consulting Suites Manager	
Health Information Services Manager	

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Selection Criteria

Essential:

Registered Nurse holding current AHPRA registration

Demonstrated leadership capability and experience

Demonstrated ability to work independently

Demonstrated ability to work collaboratively within a multi-disciplinary team

Advanced data management and computer skills and relevant applications

Demonstrated strong written and verbal communication skills

Strong commitment to patient centered care

Excellent time management skills with focus on schedules and deadlines

Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.

Desirable:

Relevant post graduate experience in peri-op and/or surgical nursing

Relevant post graduate or tertiary qualifications

Previous experience in planned surgery preparation and relevant policies

Experience with applications relevant to planned surgery list management (iPM, MS Teams, Outlook, MS Word and Excel)

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____

Date: / /

Print Name: _____

cc: Employee File