

STRATEGIC OBJECTIVES

Our Vision

Mildura Base Public Hospital – providing exceptional care

Strategic pillars

Caring for our community

Aspirational through our culture

Trusted in our relationships

Sustainable in our Services

We achieve this by...

Ensuring our focus is on person centred care.

Using best evidence-based practice to deliver exceptional care.

Empowering our communities to manage and improve their health and wellbeing.

Leading a values based, accountable, quality & safety culture.

Continuous improvement of service delivery and provision of care. Operating safely and efficiently with a skilled and effective workforce.

Being an employer of choice, enabling our staff to be at their best.

Community have an understanding of our role and confidence in our services.

Partnering across sectors to strengthen our services.

Addressing our communities shared challenges in partnership by applying innovative solutions.

Reinvesting in the community and its wellbeing through sustainable models of operations.

Delivering and supporting shared services to improve access to the best and right care.

Strengthening our planning approach with the patient at the centre.

POSITION SUMMARY

This key role is responsible for overseeing and leading elective surgery activity for Mildura Base Public Hospital. This involves developing close working relationships with the Perioperative Services leadership team and staff, surgeons, proceduralists, VMOs and the boarder health service, to ensure patient receive timely access to elective surgery as per ESIS rules and Victorian Government Planned Surgery Reform. This position is also responsible for ensuring relevant patients have access to prehabilitation services as well as appropriate non-surgical pathways as appropriate. The Manager Elective Surgery Unit (ESU), must also work closely with the Perioperative Services NUM (Business), to ensure elective theatre lists are maximized on a daily basis.

KEY RESPONSIBILITIES AND DUTIES

- Strive for clinical excellence at all times across the department
- Role model excellence in clinical care and customer service
- Ensure ESU Surgical Liaison Nurses and administrative staff provide efficient and positive patient-focused services as per ESIS rules
- Ensure VINAH funding is maximized and monitored though nurse-led ESU activity and prehabilitation
- Establish a close and positive working relationship with Perioperative Services leadership team and staff
- Work closely with the NUM Perioperative Services (Business), to ensure elective theatre lists are maximized on daily basis
- Ensure a balanced financial scorecard for the ESU including appropriate use of FTE, general expenditure and revenue
- Promote a positive working relationship between the ESU, surgeons, proceduralists, VMOs and the health service more broadly
- Ensure ESIS reporting is conducted efficiently and on time, including liaison with the Department of Health as required
- Participate in/lead projects as required
- Manage identified risks and incidents in a timely manner
- Foster an environment of innovation, efficiency and patient-focused outcomes
- Ensure suitable patients are participating in prehabilitaion as well as non-surgical pathways
- Monitor, implement and report on Patient Support Unit funding to the Director and Department of Health

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

- Relevant registration with the Nursing & Midwifery Board of Australia (Registered Nurse)
- Minimum of 4 years post basic registration experience including at least 3 years experience in the perioperative environment'
- Minimum 3 years of experience in a health service senior leadership role
- Health industry knowledge and expertise, essential for negotiating with stakeholders
- Commercially astute with strong business analytical skills
- Effective communication and interpersonal skills
- Ability to deal with diverse range of stakeholders
- Proven ability to work in a team environment and independently as required
- Ability to effectively plan and manage financial, human and material resources
- Ability to plan, develop, implement and evaluate a continuous improvement program
- Ability to apply research findings to clinical practice
- Post graduate studies in Perioperative services and experience in a management position highly advantageous

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined “child-related role” at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Association:

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver’s licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital’s discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____

MILDURA OUR VALUES AND BEHAVIOURS

BASE PUBLIC HOSPITAL



Happy

WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic

WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable

WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful

WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based

WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

"I choose..."
"I care..."
"Can we explore that more so I..."

LANGUAGE WE DON'T USE

"I have to..."
"I must..."
"Things have always been done..."

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing
- Ignore, disregard and show lack of appreciation for a person's situation,

