

Position Description

Position Title	Procurement Nurse, Theatre
Position Number	30008635
Division	Clinical Operations
Department	Theatre
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024- 2028
Classification Description	Clinical Nurse Specialist
Classification Code	YS9
Reports to	Nurse Unit Manager, Theatre
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 5,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community.

PASSIONATE – We are passionate about doing our best.

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Operations Division

The Clinical Operations Division encompasses acute, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's (including an Early Parenting Centre) areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment covering the Loddon Mallee region. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

The Theatre Team

The Theatre team is part of Bendigo Health's Surgical Services Department. The Interventional Suite at Bendigo Health consists of: 8 main operating theatres, 3 procedure rooms, Sterilising Department, Stage 1, 2 and 3 recovery room areas and Day of Surgery Admissions. More than 12,000 elective and emergency surgical procedures are completed every year. Interventional suite staff are required to adapt quickly to emergency situations which can take place at any time during a 24 hour period, seven days a week. Emergencies can include critically ill, obstetrics' and trauma patients.

The Position

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The Theatre Procurement Nurse role is a challenging position that is responsible for ordering and maintaining consumables and prosthesis stock levels for all specialties in the operating suite on a daily/weekly basis. This is a crucial role that requires allocation of products into nine separate cost centres ensuring that the theatre budget is maintained. A close working relationship with the Theatre Nurse Unit Manager (NUM) is essential and the ability to communicate any variances in stock which may affect the running of the department.

Responsibilities and Accountabilities

Key Responsibilities

- Maintain relevant stock levels of consumables and prosthesis for all specialties in the operating suite on a daily /weekly basis. Ensures excess stock is not purchased and stockpiled in theatre.
- Enter computer data on ORACLE FMIS for requisition of daily supplies. Using a 'just in time' ordering system; allocating specialty cost centres to ensure budget specifications are met.
- Liaise with the Bendigo Health (BH) supply department and suppliers/companies where necessary.
- Co-ordinate and participate in the checking and distribution of all supplies for the Interventional Suite, to the relevant storage areas.
- Liaise and communicate with all Interventional Suite staff, BH supply team, company representatives and external bodies such as Health Purchasing Victoria (HPV) as required.
- Conduct a weekly review of the scheduled theatre procedures to determine specific prosthesis/consumable requirements and liaise with individual ANUM's in charge of the designated specialty area to ensure correct products are ordered.
- Provide orientation of the stores area and location of supplies to new staff.
- Act as a resource for all staff with the Interventional Suite.
- Assist ANUM's in researching new products or product variations when required and to assist with the trials of consumables.
- Assist Theatre NUM to review theatre consumable contracts as required.
- Provide purchase order numbers for tax invoices to the BH supply department ensuring the documentation is updated once the stock/consumables or prosthesis has arrived to the Interventional Suite (theatre) as not all stock is received at the BH supply department. This ensures appropriate payment of items in a timely manner and also ensures we are not paying for items we have not yet received.
- Act immediately and notifying the NUM on any notifications received regarding TGA recalls/alerts and take appropriate action, including communicating to staff where appropriate.
- Review the prosthesis books in all theatres for ordering purposes and to ensure rebate codes are entered for claiming.
- Stock take – Preparing all paperwork and ensuring it is disturbed in a timely manner and completed correctly.
- Contribute and compile Quality activities which are recorded annually on the QIS data base. Assist with internal and external Theatre departmental audits and maintain the prosthesis data base.
- Perioperative skills must be maintained to assist with the operational need of the department to work clinically as directed by the Theatre NUM.
- During reduced theatre activity there may be times when Theatre Procurement Nurse may be rostered or allocated to work clinically within the theatre as authorised by the Theatre NUM.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health'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. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health 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).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. 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.

Key Selection Criteria

Essential

1. Current registration as Division 1 Registered Nurse with AHPRA, and a Post Graduate qualification in Perioperative Nursing would be desirable.
2. Current experience working as a Perioperative nurse with high clinical specialty knowledge to be able to working in any theatre as required.
3. Demonstrated ability to work independently and collaboratively.
4. Demonstrated excellent time management skills to organising and prioritisation the work load with the ability to meet deadlines.
5. Demonstrated excellent interpersonal and written communication skills with the ability to navigate computer programs such as Microsoft Office applications; Word, Excel, Outlook
6. A personal approach which is positive, enthusiastic, friendly and helpful in an ever changing environment.
7. The ability to negotiate pricing with company representatives in order to deliver the most cost effective solution for consumables.
8. Sound appreciation and key concepts of the NSQHS standards and contribute to the Quality database (QIS).

Desirable

9. Current experience with ORACLE FMIS computer program, IPM and ePR patient management systems, VHIMS, QIS.
10. The ability to project manage as required.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health.

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health 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 Regulatory Body or relevant Professional Association Registered as a Registered Nurse Division 1 with Australian Health Practitioner Regulation Agency (AHPRA).

All Bendigo Health 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 Bendigo Health's discretion and activities may be added, removed or amended at any time.