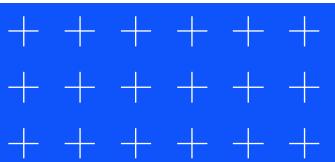


# Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team





Position Description

ANUM – CSSD Liaison





### THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

### **OUR VISION**

# Advancing health for everyone, every day.

### THE MELBOURNE WAY

People are at the heart of everything

understand how we can make the

most positive difference for them.

we do. We take the time to

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

## People First



Lead with Kindness

unique.



Our care and compassion sets
us apart. We lead the way with
a respectful, inclusive spirit

True excellence
when we work
Melbourne Ho





True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

### **OUR PRIORITIES**

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

embracing the things that make us all

- 1. Be a great place to work and a great place to receive care
- 2. Grow our Home First approach
- 3. Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- 5. Strive for sustainability





# **Position Description**

**Position Title:** ANUM – CSSD Liaison

Service: Surgical Services

**Location:** Multiple Locations of The Royal Melbourne Hospital

Reports To: Nurse Unit Manager CSSD

Enterprise Agreement: Nurses and Midwives (Victorian Public Sector) (Single

Interest Employers) Enterprise Agreement 2024–2028

Classification: ANUM YW11 – YW12

**Employment Status:** Permanent Part Time

Immunisation Risk Category: Category A

Date of Review: November 2025

### **POSITION SUMMARY**

In addition to fulfilling the roles and responsibilities of a Perioperative Registered Nurse, the ANUM CSSD is a vital member of the CSSD and perioperative services leadership team. The ANUM CSSD demonstrates strong leadership skills, a commitment to teamwork and achieving organisational goals. Excellent communication skills, including the capacity to negotiate effectively, the ability to work in a fast-paced environment and to establish priorities, are essential components of this role.

The ANUM CSSD provides support and supervision to team leaders and the CSSD team, co-ordinates, delegate and allocate resources to meet clinical needs and effect efficient workflow in accordance with the National Standards and quality KPI's during AM and PM Shifts. In addition, this role is integral to the capture of accurate data entry ensuring compliance with statutory reporting requirements, organisational and Department of Health (DoH) guidelines. Customer focus is essential as well-developed skills in conflict resolution and complaint management.

The ANUM CSSD demonstrates expert knowledge and skills in sterilisation services, acts as a professional role model, supports team leaders with clinical decision-making and ensures the delivery of cleaned, high level disinfected and sterilised instrument, trays and equipment in a timely manner within agreed standards and policies, while fostering professional development and job satisfaction for all staff. Support the Censitrac Coordinator with instrument procurement, life cycle maintenance and related task to maintain accurate instrument stock inventory supported by regular reporting, auditing and improvement initiatives in CSSD

The ANUM CSSD assumes the responsibilities and authority of the NUM in their absence and as such must have knowledge and skills of the clinical and administrative operation of the department and play a major role in liaising between RMH and all areas where CSSD provide services across Parkville Local Health Service Network. Undertake additional responsibilities as directed by the Nurse Unit Manager, CSSD





### **KEY ACCOUNTABILITIES**

- Take reasonable care for your safety and wellbeing and that of others.
- · Work in your scope of practice and seek help where required.
- · Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- · Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are
   Practice in accordance with ANMAC, National developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Manage risk and actively implementing risk reduction strategies
- · Comply with requirements of National Safety and Quality Health Service Standards, National Sterilisation and other regulatory requirements
- Adhere to legislation pertaining to privacy, confidentiality and the handling of personal information
- · Ensure the reprocessing and sterilisation services of instruments and consumables for on and off-site facilities as required within the framework listed below
- Delegate, coordinate and supervise staff rostered for each shift based on workload prioritisation and staff level of experience
- Contribute to the development of all staff including new, casual and students to the area.
- Accept accountability for own actions and seek guidance if situations exceed the scope of practice
- Participate in the process of recruitment, selection, appointment and retention of nursing and ancillary staff
- Demonstrate behaviours that reflect the Melbourne Way
- Participate and cooperate in consultative process to improve the health and safety and reduce risk to the safety and wellbeing of staff
- Collaborate with stakeholders to achieve the desired outcomes
- · Participate in continuing education sessions, committees, special projects and relevant professional groups to improve systems and process in CSSD to meet desired KPIs

- Ensure direct reports receive regular feedback and participate in annual discussions.
- · Contribute to organisation-wide and service/division initiatives and planning activities.
- · Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Standards for the Registered Nurse
- Ensure the day-to-day liaising between RMH and PMC for the cleaning, disinfection and sterilisation services of instruments and consumables is facilitated at the highest level to ensure all practices meet national standards between the two organisations
- · Assume responsibility for the delivery of cleaning, disinfection and sterilisation of all RMD within perioperative services and other patient care areas of the organisation.
- · Document unresolved issues and escalate to CSSD NUM for further action. Further escalation is to the Perioperative Services Manager, DON and Operations of Surgical Services at RMH and Parkville Local Health Service Network
- · Provide effective leadership and management of day-to-day operations
- Foster collaborative working relationships, employee relations and professional behaviours to ensure the operating suite functions effectively as a multidisciplinary team and as an integral part of MH
- Ensure staff comply with current MH and unit P & P and lead the implementation of new P & P based on best practice
- Adhere to legislation pertaining to privacy, confidentiality and the handling of personal information
- Maintain accurate and current medical records ensuring documentation meets professional and legal standards
- Undertake additional responsibilities as directed by the Nurse Unit Manager, CSSD





### **KEY RELATIONSHIPS**

### Internal

- Perioperative Managers
- CSSD NUM
- CSSD ANUM
- CSSD Staff
- Perioperative Services Nurses
- Perioperative Services Technicians

### External

- External companies
- Other department and units within RMH
- Other Hospitals within the Parkville Local Health Service Network partners
- •





### **KEY SELECTION CRITERIA**

### **Formal Qualifications:**

- · Registered Nurses
  - Registration as a Registered Nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
- Postgraduate Certificate in Perioperative Nursing
- · Certificate IV in Sterilisation Services

### **Essential:**

- Commitment to live in the Melbourne Way putting people first, leading with kindness and achieving excellence together.
- Minimum 5 years' experience within the Perioperative Services Sector including CSSD processes, with proficient product and equipment knowledge
- Demonstrate proficiency in computer literacy using hospital-based programs as well as use of Microsoft Office programs
- Ability to demonstrate high level of written and verbal communication skills
- Demonstrated ability to practice both independently and collaboratively as part of a multidisciplinary healthcare team
- Ability to demonstrate provision of high-quality patient care
- Developed assessment, clinical reasoning, problem solving and prioritising skills
- Ability to demonstrate a high level of motivation and commitment to ongoing development of new technology and acquisition of new knowledge to support same
- High level of negotiation skills and demonstrated ability to manage a team
- · High level of reliability and professional conduct
- Willingness to participate in on-the-job training and/or specific skills training required

### Desirable:

- Postgraduate Certificate or Diploma in Leadership and Management
- Previous experience as ANUM or NUM
- EMR (EPIC) Trained

### **KEY PERFORMANCE INDICATORS**

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- · Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Collaboration with and engagement of others to achieve outcomes your demonstration of a team-based approach to your work
- Successful completion of required training activities, including training related to the National Standards
- · Ability to operate within allocated budget (as required)





### AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

### **OUR COMMITMENT:**

### Equity, Inclusion, Belonging and Safety

As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging
 — safe spaces where every individual is empowered to be their authentic self, contributing
 meaningfully to the collective well-being of our community.

### First Nations Commitment

We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

### Child Safe Standards

 RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

### • Equal Opportunity and Accessibility

We are proud to be an equal opportunity employer that champions diversity in all its forms. We value
the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived
experiences. We encourage applicants from all communities, and we will provide reasonable
adjustments to support equitable participation.

### Thriving Together

o Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

Lackney ladge and except that this position description represents the duties, responsibilities and

### **ACCEPTANCE**

Date

accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.	
Employee Signature	
Employee Name (please print)	