



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

ANUM – CSSD Liaison

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.

Advancing health for everyone, every day.

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.

2/7

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 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

<ul style="list-style-type: none"> • 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 teams. • 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 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 	<ul style="list-style-type: none"> • 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. • Practice in accordance with ANMAC, National 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
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Internal

- ## External

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

Formal Qualifications:

- Registered Nurses

- Postgraduate Certificate in Perioperative Nursing

Essential:

- Commitment to live in the Melbourne Way - putting people first, leading with kindness and achieving excellence together.

Desirable:

- Postgraduate Certificate or Diploma in Leadership and Management

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values

- 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**

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

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and 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)

Date _____