

## Position Description

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| <b>Position Title:</b>             | Hospital Coordinator   |
| <b>Classification:</b>             | Registered Nurse – Hospital Coordinator  |
| <b>Division:</b>                   | Nursing  |
| <b>Department / Unit:</b>          | Clinical area  |
| <b>Reports to:</b>                 | Director of Clinical Services (DCS)  |
| <b>Salary and Conditions:</b>      | As per the current Mildura Health Private Hospital Nurses Enterprise Agreement, Nurses Award, and the National Employment Standards (NES). |
| <b>Immunisation Risk Category:</b> | Category A   |

### Hospital Description

Mildura Health Private Hospital (MHPH) is a 56-bed private hospital incorporating:

- Inpatient Ward with a two-bed Enhanced Care Unit
- Day Procedure Unit
- Perioperative Suite, with five operating theatres
- Day Oncology Unit located within the Mildura Health Icon Cancer Centre, where Radiation Oncology services are also provided by Icon Cancer Care
- Partnership with Mildura Health Private Consulting.

Specialties available at MHPH include Cardiology (pacemaker insertions), Dental, Ear Nose and Throat, General Medicine, General Practice, General Surgery, Gynaecology, Oncology, Ophthalmology, Oral & Maxillofacial, Orthopaedics, Palliative Care, Plastic / Reconstructive, Sleep Studies, Urology and Vascular.

### Our Vision

Your health, your choice

### Mission Statement

Providing life-long, exceptional health care when you need it

### Our Values



**Honesty**

We act with uncompromising honesty and integrity in everything we do.



**Fairness**

We operate in accordance with the rules and an ethical framework.



**Respect  
the Rights  
of Others**

We show respect for the dignity of the individual and mutually respect and value each other.



**Independence**

We are independent in thought and action and understand the importance of Mildura Health's core responsibility as a good corporate citizen in our community and industry.

### Position Summary

The Hospital Coordinator is responsible for overseeing the operational flow of the Hospital after hours, ensuring the delivery of safe, effective, and evidence-based clinical care. Acting on behalf of the DCS and Department Managers, this role supports optimal patient outcomes by managing hospital activity, coordinating resources, and addressing any operational or clinical challenges that arise.

This position description is comprised of broad professional statements of accountability. It is to be read in conjunction with the relevant duty statement/s (linked below), which provide specific duties on a shift-by-shift basis, together with MHPH policies and procedures.

[Duty Statement – Late Shift](#)  
[Duty Statement – Night Shift](#)

### **Mandatory Requirements**

- Current AHPRA Registration as a Registered Nurse
- Satisfactory National Police Check
- Current Employee Working with Children Check
- Satisfactory Health Declaration (MHPH documentation)
- Immunisation History
  - Vaccination against Influenza is a mandatory requirement for healthcare workers in Victoria, and as such, all employees at MHPH
  - In accordance with the Australian Technical Advisory Group on Immunisation (ATAGI) advice and the Australian Immunisation Handbook, it is strongly recommended that Victorian healthcare workers remain up to date with their COVID-19 vaccinations
- Photo Identification (Drivers Licence / Passport).

### **Key Selection Criteria**

- Minimum three years post graduate experience in an acute setting
- Previous experience in leadership (desirable) however position offers a supportive learning environment
- Understanding of quality management systems / principles including quality improvement; workplace health and safety; infection control and healthcare accreditation programs
- Available to work a minimum of 3 shifts per week with a commitment to 24-hour flexible rostering system
- Post graduate qualification in relevant specialty desirable.

### **Skills, Knowledge, and Attributes**

- Ability to work well under pressure and be flexible to changing priorities
- Well-developed time management and organisational skills
- Demonstrated people management skills
- A professional manner with effective interpersonal skills - verbal and written
- Computer literacy in Microsoft suite of programs.

### **Key Responsibilities**

#### **Coordination**

- Follow all tasks as described in Duty Statement – Hospital Coordinator Early/Late/ Night Shift
- Oversee Hospital operations outside of regular business hours, ensuring effective coordination and continuity of patient care
- Provide guidance, leadership, mentoring, and support to all staff to help them reach their full potential
- Coordinate and manage after-hours emergency situations, ensuring timely and effective responses
- Actively participate in and lead continuous improvement initiatives, including policy and procedure development to enhance Hospital operations.
- Other tasks as directed by the DCS / Nurse Unit Manager as falling within the scope of practice and role within the organisation.

### ***Clinical Care***

- Facilitate effective patient flow throughout the Hospital, including admissions, transfers, and discharges, to optimise bed management and service delivery
- Lead systems that promote a safe and supportive environment for patients, families, staff, advocating for high-quality care
- Integrate nursing and health care knowledge, skills, and attitude to provide high-quality, safe, and effective nursing care
- Practice in accordance with the Nursing and Midwifery Board of Australia Code of Professional Conduct and Code of Ethics
- Understand and practice within own scope of practice

### ***Management***

- Contribute to the professional development of others including preceptorship of new staff and/or students on placement
- Exercise economy in the use of resources, supplies and time
- Actively participate in team meetings, staff forums and other meetings relevant to role and as requested by manager.

### ***Professional Development***

- Participate in the MHPH's appraisal process
- Complete mandatory competencies as directed and per the Training/Competency Calendar
- Maintain and update knowledge and skills through regular attendance at education and training sessions and in-service education
- Maintain and attribute to professional portfolio
- Keep abreast of technology relating to the area.

### ***Safety and Quality***

- Demonstrate an understanding of the MHPH Quality Management System and actively contribute to quality improvement activities and the hospital's plan to achieve organisational objectives
- Understand, contribute to, and participate in the hospital ISO certification process
- Understand, contribute to, and participate in the application of the National Safety and Quality Health Service Standards (NSQHS) applicable to MHPH
- Participate in Quality Improvement activities.

### ***Occupational Health and Safety***

- Follow safe work practices and comply with the Hospital's Occupational Health and Safety policies and procedures and legislation, proactively reporting policies, hazards, incidents, and injuries to manager
- Make proper use of all safeguards, safety devices and personal protective equipment
- Take appropriate care to protect the health and safety of self and others.

**Signed Employee:**

**Date:**