



SYDNEY TMS
Transcranial Magnetic Stimulation

Sydney TMS: TMS Nurse Position Agreement

Facility:	Sydney TMS
Reports to:	CEO
Hours:	Part Time
Award:	Salaried role
Date of issue:	22/05/2024
Commencement Date:	24/05/2024

Result Statement:

This role will ensure that Sydney TMS is clearly differentiated from our competitors for our professionalism, exceptional patient care, our friendly and approach style and commitment that go beyond expectations.

As a representative of Sydney TMS, I will take every opportunity to display the company values of Humility, Integrity, Innovation and Service.

This role will establishment systems of care that will allow delivery of a consistent and predictably high level of care.

This role will support the ongoing growth and prosperity of TMS technology in the market place and Sydney TMS as the leader in this technology.

Reports To:

The CEO.

Responsible for the following staff:

Nil

Qualifications, Skills and Experience:

- Register Nurse with current registration in NSW
- Registered with APRAH
- Experience working in the health sector is preferred
- NSW Drivers Licence
- An ability to work independently.
- An ability to create a positive work environment.
- Excellent written and verbal communication skills



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Work List:

Clinical Role:

- 1) Attend the clinic on rosters day and have clinical room ready to deliver treatment in time for your first scheduled patient
- 2) Ensure the treatment room and equipment has been cleaned and is ready to welcome patient.
- 3) Greet patient and any accompanying carers, friend or family member
- 4) Assess patient's mental state and establish any change in circumstances since your last review
- 5) Check equipment and ensure all is in working order
- 6) Set up patient for treatment and ensure they are comfortable
- 7) Deliver treatment in a manner that is comfortable, safe and as per the Sydney TMS operations Manual
- 8) Record your interaction with the patient in the clinical notes on Cliniko
- 9) Complete any documents such as screening tools with patient if required.
- 10) Establish further appointment that need to be made and record these
- 11) Receive payment for the treatment or generate an invoice if other arrangements are in place
- 12) Process a Medicare claim if appropriate
- 13) Ensure the patient is well and safe to leave and greet the patient good bye
- 14) Report any incidents of concern to Dr Pace as soon as practically possible
- 15) Leave communication for fellow staff if required in relation to the patient for future treatment
- 16) Clean the room and equipment ready for the next treatment.
- 17) Finish all clinical notes, scan any documents generated, close off Cliniko case notes correctly
- 18) Complete any letter to referrers that might be required
- 19) Prepare any letter for postage
- 20) When not doing any clinical tasks, look for any administrative tasks that require completing.

Strategic Work:

1. Identifying ways to enhance the patient experience.
2. Develop good working relationships with the executive team, referrers and other community services likely to be working with Sydney TMS
3. Identify ways Sydney TMS can enhance the service we provide and bring these to the executive team.



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Tactical Work:

Marketing and Branding:

1. Understand the Sydney TMS brand, values and mission
2. Look for opportunities to communicate and display the company brand
3. Look for opportunities to increase referral base
4. Look for opportunity to educate the public, professional and other groups that might utilise TMS treatment
5. Seek advice from the executive team if you are unsure about a situation that could potentially effect the company brand or reputation
6. Never put the company brand at risk.

Quality and Safety:

1. Commitment to quality care of patients through best practice.
2. Ensure safety for all patients and staff.
3. Ensure Quality standards are being maintained and improved to ensure current competencies are always maintained.
4. Monitor and manage critical incidents.
5. Implement and evaluate risk management systems.
6. Instigate and take part in risk assessments in relation to the tasks that are undertaken, with a view to identifying the associated potential risks.
7. Identify staff performance or systems issues that are not satisfactory and rectify this promptly.
8. Be proactive in contributing to policy development and review to enhance current practices.
9. Conduct regular audits and be prepared to identify improvements that need to be made.

Patients and Families:

1. Welcome and regularly interact with patient and their families, inviting feedback and providing assistance.
2. Deal with patients, family and staff complaints and ensure these are resolved to the satisfaction of the business and person raising complaint.
3. Evaluate feedback and use this to identify service improvement.

Financial:

1. Manage resource materials required within budgetary limits.
2. Identify cost savings and efficiencies that do not reduce the quality of the service provided where possible

General:

1. Maintain composure and order during time of disruption and stress.
2. Use IT systems to create efficiency in the workplace.



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3. Prepare, attend and contribute to meeting; executive meeting, quality meeting, medical advisory committee, and work health and safety committee as needed.
4. Monitor and review intake process.

The Standards:

Position Specific:

1. Lead with integrity, humility, fairness and compassion
2. Conduct yourself professionally at all times
3. Be self-directed and motivated
4. Be organised, responsive and creative.
5. Be an effective communicator both orally and in written
6. Achieve satisfaction rating from patients that is positive 90% of time

Company Wide:

1. Be accountable for your work and responsibilities.
2. Support Sydney TMS social and professional events.
3. Be a living example of Sydney TMS values.
4. Establish healthy work relationship that creates synergy and mutual benefit.
5. Manage a health balance between your personal and work demands.
6. Anticipate and take into account how your actions may affect others and other parts of the business.