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**POSITION DESCRIPTION**

Organisational Vision: South Canterbury District Health Board (SCDHB) is committed “to enhance the health and independence of the people of South Canterbury”

Organisational Values**:** I CARE

* **I**ntegrity
* **C**ollaboration
* **A**ccountability
* **R**espect
* **E**xcellence

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| **Position** Theatre Co-ordinator – Operating Theatres |
| **Department** Operating Theatre |
| **Reports to** Operating Theatre Manager |
| **Professional Report** Director of Patient, Nursing & Midwifery |
| **Hours**  As per letter of appointment |
| **Functional Relationships** Theatre Manager  Day Patients CNC/DPSStaff  Medical Staff SMO’s/RMO’s  Co-ordinator Elective Services  Inpatient Booking Office Staff  Inpatient wards  OPD  Patients/Families/Whanau  Central Steralising Unit Team Leader/Staff  Equipment Company Reps  Supply Department  Orderlies |

**PURPOSE STATEMENT**

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| Reporting to the Operating Theatre Manager and working as part of the Elective Services nursing team, the Theatre Co-ordinator is responsible for providing day to day clinical co-ordination and expertise, ensuring a safe, effective practice environment within Operating Theatres, Recovery and Endoscopy. |

**PERSON SPECIFICATION**

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| * Registered Nurse holding a current New Zealand Nursing Council (NCNZ) approved practising certificate * Broad validated clinical expertise in Operating Theatres (minimum of 3 years experience). * Demonstrated effective planning and prioritisation skills * Have the ability to work under pressure * Have excellent interpersonal skills and the ability to communicate across all occupational groups in health. * Uses effective communication skills to build positive relationships with colleagues, patients/clients/residents and their families/ whanau. * Proven clinical assessment skills. * Proven ability to support staff at all levels of practice. * Computer literate. * Knowledge of the relevant legislation and standards which govern health care practice in New Zealand. |

**KEY RESPONSIBILITIES MEASURES**

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| **Co-ordination Clinical Activity**  *The Clinical Nurse Co-ordinator is responsible for the day to day coordination of the resources to meet the requirements of Operating Theatres* | |
| **Tasks (how it is achieved)**   * Maintains daily oversight of department and proactively anticipates and responds to any variance to planned daily activity * Acts as a central liaison point between all members of the Operating Theatre multi-disciplinary team. * Update Trendcare daily & participates in CCDM safe staffing activities. * Is responsible for the day to day staffing roster for Operating Theatres, Recovery & Endoscopy. Deals with issues of appropriate staff mix due to level of experience, illness or change of cases that may occur on the day. * Acts as the initial problem solving, troubleshooting source for day to day issues in OT, Recovery & Endoscopy and seeks advice from Operating Theatre Manager as required * Work with Booking Office/DPS Coordinator to plan lists and endoscopy sessions * Liaise with and supports the Operating Theatre Manager with planning and operational management of OT as required * Maintain a commitment to support undergraduate student placements, NeTP programmes and new staff | **How it will be measured (KPI)**   * HPS updated to accurately reflect patients on lists * Provides Operating Theatre Manager with timely feedback regarding staffing variances, equipment issues * Reviews planned theatre lists/cases, staffing and acutes to identify possible capacity constraints as well as skill mix and equipment * Responsible for overseeing ordering of medical supplies is undertaken daily. Overseeing and liaising with reps regarding loan kits etc * Completes reporting requirements as requested by Operating Theatre Manager * Clearly and proactively identifies and reports potential issues relating to staffing or equipment within OT to Operating Theatre Manager in a timely manner if unable to rectify * Liaise with mentors around rostering practice regarding educational development and compentency |
| **Interpersonal Relationships**  *Interacts effectively with other health team members within Operating Theatre and the wider organisation* | |
| **Tasks (how it is achieved)**   * Role models positive and professional behaviours in all interactions. * Provides constructive feedback to staff ensuring that professional practice is of a consistently high standard. * Seeks advice and direction as required * Creates a supportive environment for both staff and patients * Communication is clear, open, timely and accurate. * Confidentiality is maintained. | **How it will be measured (KPI)**   * Operating Theatre Manager/Peer/colleague feedback * Evidence of professional and constructive engagement |
| **Professional Responsibility**  *Works in accordance with relevant policy, procedures and legislation* | |
| **Tasks (how it is achieved)**  You will:   * ensure compliance with New Zealand statutory laws * comply with organisation wide and service specific rules, codes of conduct, policies, protocols and procedures   Understand and apply the following legislation:   * Privacy Act * Health and Disability Commissioners Act * Health & Safety in Employment Act * Health Practitioners Competency Assurance Act (2003) * MoH Regulations   Understand and apply the:   * Treaty of Waitangi Principles * SCDHB Disciplinary Policy and Code of Behaviour * Values of SCDHB | **How it will be measured (KPI)**   * Performance Review supports work always occurring within scope of practice * Ensures that all mandatory training requirements are up to date |
| **Performance**  *Role models and actively engages in performance appraisal processes* | |
| **Tasks (how it is achieved)**   * Demonstrate active preparation and timely participation in own performance appraisal * Assist the Operating Theatre Manager to undertake annual performance appraisals for OT staff. * Act on recommendations arising from performance management, enlisting support of appropriate personnel where appropriate | **How it will be measured (KPI)**   * Evidence of active participation in annual performance review process for self * In conjunction with Operating Theatre Manager Performance Management issues are addressed within agreed timeframes and agreed HR process is applied |
| **Personal and Professional Development**  *Role models and actively engages in personal and professional development* | |
| **How it will be measured (KPI)**   * Achieve and maintain contemporary practice by assuming responsibility for their own professional development by maintaining relevant knowledge and skills for their area of practice * Attend and/or contribute to in service education programmes * In conjunction with your line manager at your annual performance appraisal undertake a regular review of objectives and identification of training and development needs | **How it will be measured (KPI)**   * Contemporary practice maintained * Annual Practicing certificate current at all times |
| **Quality & Risk**  *Actively participates in quality and risk activities* | |
| **Tasks (how it is achieved)**   * Promotes a culture of continuous quality improvement & safety * In conjunction with Operating Theatre Manager participate in developing annual service profile. * In conjunction with Operating Theatre Manager encourage and support ongoing professional development, education, research and evidenced based practice * In conjunction with the Operating Theatre Manager and staff contributes to the development of, and compliance with, policy and procedure guidelines | **How it will be measured (KPI)**   * Service Profile for OT reflects input from CNC * Departmental policies and procedures reviewed and updated as requested * Operating Theatre Manager/Peer/colleague feedback indicates active support and encouragement with ongoing professional development, education, research and the utilisation of evidence-based practice |
| **Health & Safety**  *Actively supports and provides working environment that meets Health and Safety requirements* | |
| **Tasks (how it is achieved)**   * Understand and apply the principles of Health & Safety and Risk Management to enable staff to recognise and respond pro-actively to potential risk within the unit * Work towards creating an atmosphere where staff support each other and workplace violence and bullying is not tolerated | **How it will be measured (KPI)**   * Risks are identified and responded to appropriately within the department |

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

Name & Designation Signature Date

SCDHB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

Name & Designation Signature Date