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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 ManagerDay 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.
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**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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

 Name & Designation Signature Date

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

 Name & Designation Signature Date