

**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

|  |
| --- |
| **POSITION:** Endoscopy Nurse Coordinator – Specialty Nurse |
| **REPORTS TO:** Theatre Manager |
| **HOURS:** As per letter of appointment |
| **PURPOSE:**  The Endoscopy Nurse is a key member of the Endoscopy Department within South Canterbury District Health Board (SCDHB) and will work in collaboration with all other DHB clinical and service areas.  This role has responsibility for the waiting list and patient management, requirements for Ministry of Health compliance, management of the endoscopy recovery plan under the guidance and leadership of the Theatre Manager and Clinical Director. Provides clinical oversight and expertise for the endoscopy specialty nursing and administrative team, inclusive of clinical safety and risk management,  This role is to work with the Elective Services , SCDHB and Ministry of Health reporting frameworks and data quality requirements  This role is to work in a shared leadership model with the Theatre Manager, Clinical Director, other Team Leaders, other key health care professionals and nurse managers to provide daily operational and key service delivery requirements for the surgical specialty service which meets the needs of the patients and their families to the highest standard, efficiently and effectively.  This role is instrumental in supporting SCDHB to become an effective customer driven, safety conscious, quality service, professional and performance oriented organisation supporting the needs of the local community. |
| **AREAS OF RESPONSIBLITY:** |
| * Elective Services * Endoscopy Department |

|  | **KEY ACCOUNTABILITIES** |
| --- | --- |
| **PROFESSIONAL LEADERSHIP AND ROLE MODEL** | * Applies critical reasoning and professional judgement to nursing practice issues and decisions for patients at risk * Provides advice and assistance with care planning using approved care plans/protocols/ procedures for the patients requiring speciality intervention * Role models/leads by example, seeking advice and assistance as needed * Perceived as highly effective and knowledgeable in area of practice, according to legal, ethical, cultural safety/ sensitivity and professional standards. |
| **PRACTICE STANDARDS, CAREER DEVELOPMENT** | * Meets all registered nurse PDRP competencies at minimum of Senior Nurse [Grade 2] requirements – refer generic Senior Nurse competencies * Perceived as effective, progressive and knowledgeable in area of practice, according to legal, ethical, cultural safety/ sensitivity and professional standards. * Self-directed in achieving learning and development plan, including PDRP responsibilities/current portfolio |
| **CLINICAL PRACTICE** | * Participate in the patient preadmission process including attending unit specific clinics and ensuring relevant pre-admission documentation is completed as required for complex patient management. This will include patient contact prior to procedure to clarify any issues with diet or medications * Determine the need for interdisciplinary referral, and coordinate relevant appointments. * Ensure relevant pre-admission investigations and referrals are executed as per agreed protocols with Endoscopists. Triage to the appropriate person, ensuring that the results of investigations and referrals is available to the surgical unit and broader multidisciplinary team as per agreed protocols and readily accessible on the day of appointment or day of procedure * In consultation with the Endoscopy Service, develop protocols for the entire patient journey from referral and endoscopy suite to discharge * In conjunction with the patient and family initiate discharge planning process and liaise and consult with all disciplines regarding the patient care management plan, ensuring seamless communication with the admitting ward nurse manager (or delegate) on patient’s admission. * Liaise with Coordinator Elective Services regarding managing of the endoscopy waiting list ensuring relevant prioritization of patients on endoscopy clinic lists * Identify and initiate remedial action in consultation with the Director of Patients, Nursing and Midwifery and Clinical Director (if necessary) and Endoscopy Users Group to system impediments that negatively impact on a patient’s progress and communicate issues appropriately. * Reconcile current and ongoing endoscopy waiting lists to ensure patients on the waiting lists are appropriate * Monitoring and reporting to the management and the Endoscopy Users Group Key Performance Indicators for the endoscopy service including but not limited to cancellations and timeframe targets * Ensure efficient utilisation of endoscopy sessions with robust and evidence based scheduling practices * Liaising with project leaders, staff and relevant departments with regards to the endoscopy units’ upgrade * Working towards a single triage point for all general practice referrals |
| **WORKFORCE & SERVICE**  **DEVELOPMENT** | * Advise on the impact of potential service initiatives that may affect the profession. * Identify new/different opportunities for staff in service delivery. * Participate in the strategic review and development of service goals where required. * Participate in projects in collaboration with the Theatre Manager, Clinical Director and/or the Associate Directors that enhance sector and regional health initiatives. * Work with the Theatre Manager, Clinical Director and/or Associate Directors to identify current and future staffing requirements and develop strategies to address these. * Ensure that there is clear communication within the team that provides people with an understanding of the vision, strategic direction of SCDHB and keeps them regularly abreast of what is happening and why. * Promote a team environment across SCDHB which enhances partnership and cooperation across all services. Looks for key initiatives that support collaboration. * Provide coaching, mentoring and development support to all direct reports that allow people to grow to their full potential. * Participates in service development to enhance the patient experience, applies South Canterbury DHB values in practice. Undertakes specific service responsibilities. * Contributes to development of pathways, protocols and guidelines within Elective Services. * To undertake service development work as directed by the Director of Patients, Nursing and Midwifery. |
| **QUALITY AND RISK** | * Has a professional specific leadership role in reviewing and enhancing the effectiveness of the services provided. * Provide professional specific leadership oversight to ensure staff are compliant with standards and protocols. * Participate in forums and peer reviews with other health professionals to improve overall quality of service providers. * Work actively with other staff to maintain hospital Certification. * Work collaboratively with Organisational Capability, Health and Safety, Quality and Risk and Infection Control to maintain organisational standards. * Monitor and review profession specific standards, scopes and competencies for Health Professional staff * Undertakes clinical audits to improve patient care * Completes required Audit and reports upon key performance indicators as defined by the Director of Patients, Nursing and Midwifery. * Collect and maintain a basic data set to track volume throughput and case mix * Collect and report upon sentinel events / cases * Understands and owns the data quality issues arising from own data input * Competent in data handling including analysis and reporting within the SCDHB booking systems – both for outpatients and theatre * Maintains own clinical expertise and knowledge through post graduate education at advanced practice level. Attends educational opportunities / conferences relevant to role and scope of practice. * A role model in continuing to work on personal and professional development * Utilise and share critical thinking and managerial skills supporting instructing, mentoring and educating others * Works progressively and constructively taking on adjunctive responsibilities and leading projects * Lead and develop the ethos of team work and collegial support * Provide thoughtful, constructive evaluation in peer and leadership review * Consistently exhibits fair, dependable and ethical conduct * Is self-directed, showing initiative in care delivery and teamwork, acting autonomously without ongoing support * Liaise with the Director of Patients, Nursing and Midwifery about identifying relevant updates and training requirements * Achieves annual goals, objectives and performance targets. * Maintains a portfolio annually and proactively submits for formal assessment every 3 years. * Proactively participates in own performance development and review. |
| **PROFESSIONAL COMPETENCIES** | * Maintain own professional requirements (as appropriate) as directed by the relevant legislation. * Role model clinical practice excellence. |
| **HEALTH AND SAFETY** | * Implement a risk management approach that ensures risks are understood and continually reviewed to ensure the controls are in place. * Create a culture of risk management around safety. * Implement the recommended health practices to ensure a pro-active approach is taken to the health of the workforce. * Implement the health and safety policies, procedures, guides and related systems to ensure alignment with Health & Safety & Work Act 2015 and associated regulations. * It is expected that you will use Safety First to report all accidents or near misses and inform your Manager of any potential hazards. |
| **TREATY OF WAITANGI**  **TE TIRITI O WAITANGI** | * Comply with obligations under the Treaty of Waitangi, giving effect to the principles of Partnership, Participation and Protection. * Ensure service provision accounts for the cultural needs of clients & family/whanau as appropriate |
| **SUCCESS**  **FACTORS** | Success Factors for the role include:   1. Ability to motivate, inspire and engage the unit team towards effective client centred care. 2. Collaboration with other internal services which input into client care. 3. Fosters integration across the unit, the wider service and other internal and external services. 4. High quality client centred care is delivered. 5. Delivery of services in a safe and sustainable manner. 6. Performance of direct reports/teams. 7. Effectiveness of quality activities and risk management. 8. Health and safety of all staff clients & associated visitors maintained. |

|  |
| --- |
| **KEY WORKING RELATIONSHIPS**  **INTERNALLY:**   * Director Patient, Nursing & Midwifery * Day Patient Services * In Patient Booking Office * Coordinator Elective Services * Endoscopy unit * Endoscopy Users Group * Medical staff * Administrative Clerks Quality Department * Clinical Director Medical staff Outpatients staff Endoscopy staff * Clinical Nurse Specialists Nursing staff * Theatre Manager   **EXTERNALLY:**   * Families/whanau of clients * Respective Registration Authorities * Primary Care providers * Partners in care of patients, including NGO’s, Pharmacists and statutory authorities * Health service providers across South Canterbury |
| **PROFESSIONAL & LEGISLATIVE STANDARDS:**  The Endoscopy Nurse will:   * ensure responsibilities of staff are conducted in accordance with best practice, relevant ethical and professional standards and guidelines as determined by the relevant professional councils, commissioners and associations; * ensure compliance with New Zealand statutory laws; (in particular the Health & Safety & Work Act 2015) * comply with organisation-wide and service specific rules, codes of conduct, policies, protocols and procedures including safe rostering practice and MECA compliance. |
| **PERSON SPECIFICATION**  **EXPERIENCE:**  **Essential Criteria**   * It is essential that the applicant is a fully qualified Nurse with recent extensive clinical experience in endoscopy services. * Be professionally registered in NZ as per legislative requirements relevant to your profession and hold a current APC. * Membership of relevant national professional body. * Commitment to and enthusiasm for your profession. * Role model contemporary clinical practice. * RCpN, RGON, BHsC, with current annual practising certificate * Post graduate Certificate in Specialty Nursing, preferably gastroenterology nursing, advanced physical assessment, history taking. * Current ACLS certification   **Experience/knowledge**   * Minimum five years post registration practice * Interdisciplinary practice * Confident in application of basic computer programs including Microsoft * Outlook, Windows and Excel and report writing Experience with the public health Booking and Scheduling systems * Strong clinical leadership skills acting as role model to those within the profession. * Excellent group facilitation skills with a history of a collaborative team approach. * Innovative and flexible with a positive and problem solving approach to situations. * Proven clinical credibility in your own profession. * Critical consumer of research and advocate of evidenced-based practice.   **SKILLS AND ABILITIES:**   * Integrity and high personal and professional standards. * Ability to work at a operational level and be agile in decision making. * Is prepared, individually and collectively, to experiment with new thinking, generate new ideas and pilot new insights. * Demonstrates an in-depth understanding of personalities and behavioural styles in order to work collaboratively with a variety of people at all levels. * Has a sense of urgency around the work agenda with the ability to engage directly in its delivery and produce results. * Advanced physical assessment skills, history taking and pharmacology * Demonstrated operational management / care coordination skills Person focused/centered practice. * Evidence-based and confident in using contemporary research to inform practice * Demonstrated confidence in quality improvement to improve service delivery * Has current portfolio assessed at minimum RN 3.   **Personal Attributes:**  • Proactive attitude  • Excellent communicator, highly articulate and excellent listening skills; has a way of valuing everyone’s opinions.  • Self –directed and motivated  • Strong teamwork reputation, confident collaboration  • Resilience. Manages personal stress effectively  • Positive professionally mature  • Able to influence without conflict, accepts constructive feedback  Culturally safe practice  • Positive manner, flexible, able to influence without conflict  • Good customer service practices  • Calm, even, consistent and mature personality.  • Sensitive and constructive in responding to the needs of individuals and groups  • Self-directed, motivated, uses initiative, confident skill in negotiation and consultation  • Strong teamwork reputation  • Experience in clinical professional leadership. |

**The intent of this position description is to provide a representative summary of the major duties and responsibilities.**

**Agreed by:**

---------------------------------------------------- (Job holder’s signature)

----------------------------------------------------- (Employer’s signature) -------------------- Date

Date Reviewed: Reviewed by: Next Review: