



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

- **Integrity**
- **Collaboration**
- **Accountability**
- **Respect**
- **Excellence**

Position	Theatre Co-Ordinator – Operating Theatres
Department	Operating Theatre
Reports to	Operating Theatre Manager
Professional Report	Associate Director of Operations
Hours	As per letter of appointment
Functional Relationships	Theatre Manager Day Patients CNC/DPS Staff 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

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 and Recovery.

PERSON SPECIFICATION

- Registered Nurseholding 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

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

MEASURES

Tasks (how it is achieved)	How it will be measured (KPI)
<ul style="list-style-type: none">■ 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.	<ul style="list-style-type: none">■ HPS updated to accurately reflect patients on lists■ Provides Operating Theatre Manager with timely feedback

<ul style="list-style-type: none"> ■ 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 	<ul style="list-style-type: none"> 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 competency
<p>Interpersonal Relationships</p> <p><i>Interacts effectively with other health team members within Operating Theatre and the wider organisation</i></p>	
<p>Tasks (how it is achieved)</p> <ul style="list-style-type: none"> ■ 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 	<p>How it will be measured (KPI)</p> <ul style="list-style-type: none"> ■ Operating Theatre Manager/Peer/colleague feedback ■ Evidence of professional and constructive engagement

<ul style="list-style-type: none"> Creates a supportive environment for both staff and patients Communication is clear, open, timely and accurate. Confidentiality is maintained. 	
<p>Professional Responsibility <i>Works in accordance with relevant policy, procedures and legislation</i></p>	
<p>Tasks (how it is achieved)</p> <p>You will:</p> <ul style="list-style-type: none"> ensure compliance with New Zealand statutory laws comply with organisation wide and service specific rules, codes of conduct, policies, protocols and procedures <p>Understand and apply the following legislation:</p> <ul style="list-style-type: none"> Privacy Act Health and Disability Commissioners Act Health & Safety in Employment Act Health Practitioners Competency Assurance Act (2003) MoH Regulations <p>Understand and apply the:</p> <ul style="list-style-type: none"> Treaty of Waitangi Principles SCDHB Disciplinary Policy and Code of Behaviour Values of SCDHB 	<p>How it will be measured (KPI)</p> <ul style="list-style-type: none"> Performance Review supports work always occurring within scope of practice Ensures that all mandatory training requirements are up to date
<p>Performance <i>Role models and actively engages in performance appraisal processes</i></p>	
<p>Tasks (how it is achieved)</p> <ul style="list-style-type: none"> Demonstrate active preparation and timely participation in own performance appraisal Assist the Operating Theatre Manager to undertake annual performance appraisals for OT staff. 	<p>How it will be measured (KPI)</p> <ul style="list-style-type: none"> Evidence of active participation in annual performance review process for self

<ul style="list-style-type: none"> Act on recommendations arising from performance management, enlisting support of appropriate personnel where appropriate 	<ul style="list-style-type: none"> In conjunction with Operating Theatre Manager Performance Management issues are addressed within agreed timeframes and agreed HR process is applied
<p>Personal and Professional Development</p> <p><i>Role models and actively engages in personal and professional development</i></p>	
<p>How it will be measured (KPI)</p> <ul style="list-style-type: none"> 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 	<p>How it will be measured (KPI)</p> <ul style="list-style-type: none"> Contemporary practice maintained Annual Practicing certificate current at all times
<p>Quality & Risk</p> <p><i>Actively participates in quality and risk activities</i></p>	
<p>Tasks (how it is achieved)</p> <ul style="list-style-type: none"> 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 	<p>How it will be measured (KPI)</p> <ul style="list-style-type: none"> 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

<p>Health & Safety <i>Actively supports and provides working environment that meets Health and Safety requirements</i></p>	
<p>Tasks (how it is achieved)</p> <ul style="list-style-type: none"> ■ 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 	<p>How it will be measured (KPI)</p> <ul style="list-style-type: none"> ■ Risks are identified and responded to appropriately within the department

Employee

Name & Designation

Signature

Date

SCDHB

Name & Designation

Signature

Date