



## 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

<b>Position</b>	Theatre Co-Ordinator – Operating Theatres
<b>Department</b>	Operating Theatre
<b>Reports to</b>	Operating Theatre Manager
<b>Professional Report</b>	Associate Director of Operations
<b>Hours</b>	As per letter of appointment
<b>Functional Relationships</b>	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 Sterilising 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 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

### 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.

#### How it will be measured (KPI)

- HPS updated to accurately reflect patients on lists
- Provides Operating Theatre Manager with timely feedback

<ul style="list-style-type: none"> <li>■ Update Trendcare daily &amp; participates in CCDM safe staffing activities.</li> <li>■ Is responsible for the day to day staffing roster for Operating Theatres, Recovery &amp; Endoscopy. Deals with issues of appropriate staff mix due to level of experience, illness or change of cases that may occur on the day.</li> <li>■ Acts as the initial problem solving, troubleshooting source for day to day issues in OT, Recovery &amp; Endoscopy and seeks advice from Operating Theatre Manager as required</li> <li>■ Work with Booking Office/DPS Coordinator to plan lists and endoscopy sessions</li> <li>■ Liaise with and supports the Operating Theatre Manager with planning and operational management of OT as required</li> <li>■ Maintain a commitment to support undergraduate student placements, NeTP programmes and new staff</li> </ul>	<p>regarding staffing variances, equipment issues</p> <ul style="list-style-type: none"> <li>■ Reviews planned theatre lists/cases, staffing and acutes to identify possible capacity constraints as well as skill mix and equipment</li> <li>■ Responsible for overseeing ordering of medical supplies is undertaken daily. Overseeing and liaising with reps regarding loan kits etc</li> <li>■ Completes reporting requirements as requested by Operating Theatre Manager</li> <li>■ 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</li> <li>■ Liaise with mentors around rostering practice regarding educational development and competency</li> </ul>
<p><b>Interpersonal Relationships</b>  <i>Interacts effectively with other health team members within Operating Theatre and the wider organisation</i></p>	
<p><b>Tasks (how it is achieved)</b></p> <ul style="list-style-type: none"> <li>■ Role models positive and professional behaviours in all interactions.</li> <li>■ Provides constructive feedback to staff ensuring that professional practice is of a consistently high standard.</li> <li>■ Seeks advice and direction as required</li> </ul>	<p><b>How it will be measured (KPI)</b></p> <ul style="list-style-type: none"> <li>■ Operating Theatre Manager/Peer/colleague feedback</li> <li>■ Evidence of professional and constructive engagement</li> </ul>

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

<ul style="list-style-type: none"> <li>Act on recommendations arising from performance management, enlisting support of appropriate personnel where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>In conjunction with Operating Theatre Manager Performance Management issues are addressed within agreed timeframes and agreed HR process is applied</li> </ul>
<b>Personal and Professional Development</b> <i>Role models and actively engages in personal and professional development</i>	
<b>How it will be measured (KPI)</b> <ul style="list-style-type: none"> <li>Achieve and maintain contemporary practice by assuming responsibility for their own professional development by maintaining relevant knowledge and skills for their area of practice</li> <li>Attend and/or contribute to in service education programmes</li> <li>In conjunction with your line manager at your annual performance appraisal undertake a regular review of objectives and identification of training and development needs</li> </ul>	<b>How it will be measured (KPI)</b> <ul style="list-style-type: none"> <li>Contemporary practice maintained</li> <li>Annual Practicing certificate current at all times</li> </ul>
<b>Quality &amp; Risk</b> <i>Actively participates in quality and risk activities</i>	
<b>Tasks (how it is achieved)</b> <ul style="list-style-type: none"> <li>Promotes a culture of continuous quality improvement &amp; safety</li> <li>In conjunction with Operating Theatre Manager participate in developing annual service profile.</li> <li>In conjunction with Operating Theatre Manager encourage and support ongoing professional development, education, research and evidenced based practice</li> <li>In conjunction with the Operating Theatre Manager and staff contributes to the development of, and compliance with, policy and procedure guidelines</li> </ul>	<b>How it will be measured (KPI)</b> <ul style="list-style-type: none"> <li>Service Profile for OT reflects input from CNC</li> <li>Departmental policies and procedures reviewed and updated as requested</li> <li>Operating Theatre Manager/Peer/colleague feedback indicates active support and encouragement with ongoing professional development, education, research and the utilisation of evidence-based practice</li> </ul>

<b>Health &amp; Safety</b> <i>Actively supports and provides working environment that meets Health and Safety requirements</i>	
<b>Tasks (how it is achieved)</b> <ul style="list-style-type: none"> <li>■ Understand and apply the principles of Health &amp; Safety and Risk Management to enable staff to recognise and respond pro-actively to potential risk within the unit</li> <li>■ Work towards creating an atmosphere where staff support each other and workplace violence and bullying is not tolerated</li> </ul>	<b>How it will be measured (KPI)</b> <ul style="list-style-type: none"> <li>■ Risks are identified and responded to appropriately within the department</li> </ul>

Employee

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Name & Designation

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Signature

\_\_\_\_\_  
Date

SCDHB

\_\_\_\_\_  
Name & Designation

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Signature

\_\_\_\_\_  
Date