

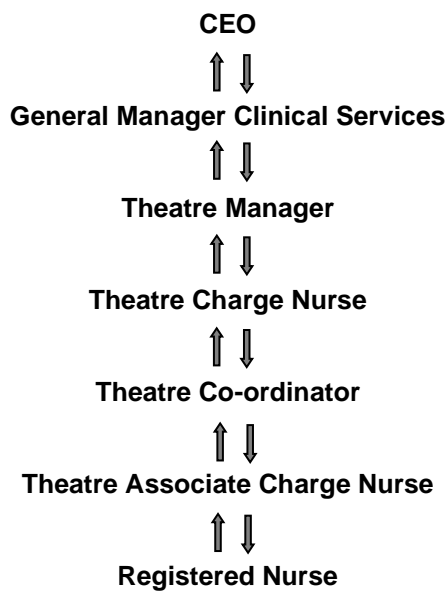


Job Description

Position Title: Registered Nurse – Operating Theatre

Responsible to: Theatre Manager
Prepared/Reviewed: May 2020

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : _____

Manager's Signature : _____

Date : _____

Purpose of the Position

- Provide appropriate nursing care to patients throughout the Peri-Operative process within Braemar Hospital, to a standard of excellence

Summary of the Position

- To carry out responsibilities in a professional manner, respecting both the patient and the team's expectations and requirements
- To provide an excellent standard of clinical and technical support to the specialists and to anticipate their procedural and equipment requirements
- Assist in maintenance and correct use of all operating theatre equipment
- Maintains a safe and therapeutic health care environment
- Provides a level of service that meets the goals and objectives of Braemar Hospital
- To demonstrate Braemar Values

Nature & Scope of Responsibilities

Service Requirement	
Accountabilities	Performance Measures
To meet the Standards of Care policies and procedures and report any variances to the Theatre Co-ordinator, Theatre Charge Nurse or Theatre Manager.	<ul style="list-style-type: none">• To ensure that each patient receives timely competent and quality service in order to meet their needs.• To contribute to the formulation of theatre practice/procedures and to follow all agreed processes and procedures• Ensure every clinical patient record is completed and documented in an accurate manner.• To be fiscally responsible by ensuring that patient charges and specialist FAD/preference sheets are accurately captured and completed as per Braemar Hospital procedure and policy.• To ensure that medical staff are informed of all patient related information.• To ensure an integrated service delivery through good communication and information exchange.

Health and Safety	
Accountabilities	Performance Measures
<p>To recognize individual responsibility for workplace health and safety under the health and safety act.</p> <p>To participate in and comply with the requirements of the Health & Safety Legislation and associated Braemar policies</p>	<ul style="list-style-type: none"> • Advice or assistance is sought before commencing an unfamiliar work practice • All incidents and potential hazards including near miss events are accurately recorded, and escalated within the time frame specified in Braemar Hospital Policy • There is evidence that work practices ensure safety for self and others including the identification and control of work place hazards • All incidents including near miss events are accurately recorded, and escalated within the time frame specified in Braemar Hospital Policy • Performance demonstrates the knowledge and understanding of relevant health and safety in practice • Emergency management procedures and compulsory / compliance education and training completed. • Hazards are identified, control plans documented and hazards eliminated, minimised or isolated.

Risk Management	
Accountabilities	Performance Measures
<p>To act proactively within areas of responsibility to reduce the number of accidents/incidents. To actively contribute to risk minimization activities within the service</p>	<ul style="list-style-type: none"> • Contributes to the service's risk management activities by: • Identifying risks and escalating to the department Manager at the point of identification • Participating in the service's risk minimization activities • Complying with Braemar Hospital policies, procedures, protocols and guidelines • To fully participate in the process of Quality Improvement initiatives and the process of accreditation including procedure and policy formulation

Continuous Quality Improvement	
Accountabilities	Performance Measures
<p>To develop and maintain a culture of continuous improvement</p> <p>To ensure full compliance with approved quality standards in all areas of responsibility</p> <p>To remain current with organizational policy and procedures</p>	<ul style="list-style-type: none"> • Contributes to the service's Continuous Quality Improvement by: • Identifying improvement opportunities and notifying the manager • Participating in the service's quality improvement activities • Providing good customer service • Complying with standards • Being responsive to customer requests or complaints • Working to improve quality of service and customer satisfaction • Ensures that Braemar Hospital maintains delivery of service and physical attributes consistent with a Hotel ethos

Team Members	
Accountabilities	Performance Measures
<p>Individual responsibilities actions and contributions enhance the success of the area/service/team and division</p> <p>Treaty of Waitangi</p> <p>Equal Employment Opportunities (EEO)</p>	<ul style="list-style-type: none"> • Maintains a current knowledge of relevant issues, trends and practices • Behaviour demonstrates cultural appropriateness • Builds and maintains productive working relationships • Participates as a member of designated group(s) • Values individual effort, innovation and creativity • Works in a way that demonstrates: <ul style="list-style-type: none"> ○ Partnership and shared decision making with Māori ○ Participation and consultation with Māori ○ Protection of Māori needs, values and beliefs • Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices

Health and Safety Obligations
<ol style="list-style-type: none"> 1. The employee shall take all reasonably practicable steps to eliminate or minimise risk in the workplace. 2. The employee shall take all reasonably practicable steps to ensure that no action or inaction by the employee while at work causes harm to any person. The failure to take all reasonably practicable steps may result in disciplinary action up to, and including summary dismissal. 3. The employee shall ensure that safety procedures are followed at all times and shall comply with the employer's health and safety rules and procedures. Failure to comply with the employer's rules and procedures may result in disciplinary action up to and including dismissal. 4. The employee shall comply with reporting obligations to the employer in respect of health and safety matters and exercise due diligence in respect of the officer duties. Failure to report or exercise due diligence may result in disciplinary action up to and including dismissal. 5. The employee is expected to report as soon as possible to management any accidents, incidents or hazards arising during the course of the employment.

Personal & Professional Development	
Accountabilities	Performance Measures
<ul style="list-style-type: none"> Assumes responsibility for personal and professional / work education and development Role models expected conduct and standards for team harmony within department and at committee level Actively seeks new personal growth opportunities and undertakes the necessary education /training to deliver on new projects Uses nursing knowledge and skill to assess, plan, implement and evaluate patient needs Applies analytical reasoning and professional judgement to nursing practise issues/decisions. 	<ul style="list-style-type: none"> Can demonstrate how skills/information/currency in thinking is undertaken; can demonstrate new learning in action by effective performance New and ongoing learning needs are articulated and appropriate resources for education and training are sourced Completes all mandatory and relevant online education Reflects on own practice and professional behaviour; modifies own behaviour according to feedback, results, and outcomes Prepares for, and participates in self appraisal and annual performance review
<ul style="list-style-type: none"> The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position 	<ul style="list-style-type: none"> Additional duties are performed in an efficient manner, to the required standard within a negotiated timeframe
<ul style="list-style-type: none"> The staff member contributes to the overall success of Braemar Hospital 	<ul style="list-style-type: none"> Feedback from peers, management, medical staff and support staff confirms contributions are positive, participation is effective.

Staff Reporting	
Direct Reports	<ul style="list-style-type: none"> Nil

Relationships	
Internal	<ul style="list-style-type: none"> • All Staff within Braemar Hospital • Resource Nurse • Hospital Co-ordinators • Theatre Manager, Theatre Charge Nurse, Theatre Co-ordinator, Theatre Associate Charge Nurses • Executive Team • Patients and families
External	<ul style="list-style-type: none"> • Surgeons rooms • Other private surgical and public hospitals • Medical associates • Midland Cardiovascular Service • Providers of local clinical support services

Person Specifications	
Education	
Essential	<ul style="list-style-type: none"> • Registered Nurse
Desirable	<ul style="list-style-type: none"> • Other relevant additional tertiary qualification
Training and Experience	
Essential	<ul style="list-style-type: none"> • At least 12 months previous operating theatre experience. • Current Nursing Council Practicing Certificate
Competencies	
Professional Skills	<ul style="list-style-type: none"> • Clinical competence with sound skill base in circulating and scrub roles as per AORN Standards • Effective communication and interpersonal skills (written and oral) in English • Proven ability to change, innovate and be adaptable. • Logical approach to problem solving, fosters inquire and critical thinking Effective workload planner with excellent time management skills. • Commitment to own professional development
Personal Skills	<ul style="list-style-type: none"> • Relationship development and management • Initiative and Drive • Accountable /Reliable/Honest • Achievement Oriented • Self Sufficient / Independent • Flexible and Adaptable • Innovative and Creative
Behavioural Attributes	<ul style="list-style-type: none"> • Team Player • Respect for professional relationships • Respect for privileged information • Outstanding customer service • Solution focused • Exhibits consistency in behaviour • Cheerful disposition with a sense of fun at work • Sincere interest in people and their wellbeing.