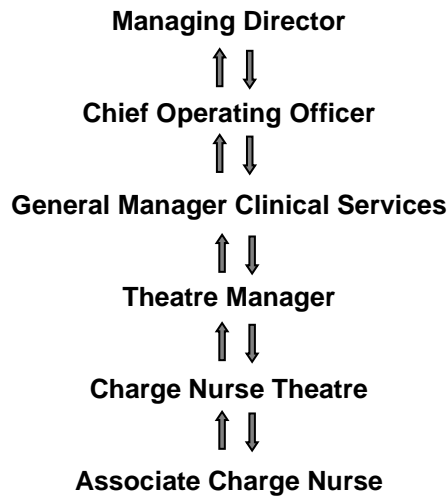




**Braemar Hospital Job Description**  
**Title: Associate Charge Nurse**

**Responsible to:** Charge Nurse - Theatre  
**Prepared/Reviewed:** March 2019

**Place in Organisation**



**Position Holder's Name :** \_\_\_\_\_

**Position Holder's Signature :** \_\_\_\_\_

**Manager's Name :** \_\_\_\_\_

**Manager's Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

### Purpose of the Position

- To provide expert clinical leadership and assist the Theatre Charge Nurse in co-ordination of equipment and human resources for the safe, effective and efficient functioning of the designated specialty service.
- To provide a supportive working environment that enables OT staff learning and development, exhibiting best practice standards and quality focused patient centred care.
- To collaboratively work with the, Theatre Manager, Theatre Charge Nurse, Theatre Floor Coordinator, Educator, Anaesthetic and CSSD Charge Technicians, Resource Nurses, Patient Services Manager, Quality and Risk Manager as well as the wider hospital services in the provision of excellence in financial, administrative, clinical and operational management.

The **Theatre Associate Charge Nurse** will be responsible for a designated specialty including;

- Providing and maintaining a welcoming learning and working environment to existing and new staff in the specialty and role modelling excellence in service delivery to internal and external customers.
- Developing and maintaining a solid working rapport with the Specialists, specialty team, wider theatre team, CSSD, company representatives and relevant departments.
- Identifying the specialty knowledge and skills needs, evaluating relevant clinically focused education systems and resources to maintain and nurture staff skills, knowledge and competencies relevant to the area of practice in collaboration with the Charge Nurse and Educator.
- Identifying specialty lists requirements, rationalising use of and ensuring sufficiency of staff, equipment and consumable resources to meet needs.
- Forecasting specialty equipment, instruments and consumable replacement needs to enable growth within a cost containment sustainable model (What we have, what we need in the future) in collaboration with the Charge Nurse and Theatre Manager.
- Communicating, leading and facilitating new practices, procedures, technology and opportunity for growth to specialty in consultation with the Charge Nurse, Theatre Manager, Specialists, Resource nurses and the theatre team.
- Timely reporting of specialty practice and resources issues to the Charge Nurse and follow up to ensure appropriate action plan for resolution.

### Nature & Scope of Responsibilities

| Resource Coordination and Planning   |  |
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| <i>Accountabilities</i>  | <i>Performance Measures</i>  |
| <ul style="list-style-type: none"> <li>• To coordinate the immediate (today and tomorrow) resources in theatre and balance all requirements in a safe, effective and efficient manner to meet the specialty workload.</li> <li>• To develop and maintain systems and processes that support a safe and efficient surgical patient journey in the specialty.</li> <li>• To coordinate operating theatre lists in liaison with Specialists, CSSD, and other theatre specialties, Reception, PACU and Wards.</li> </ul> | <p>Specialty services are approachable, adaptive, responsive and easy to communicate with, and endeavour to meet their requirements as per specialist feedback</p> <p>Specialty team briefing, surgical safety checklists and handover practices are current and effective.</p> <p>Optimum theatre utilization in designated specialty is achieved as per agreed KPIs including:</p> <ul style="list-style-type: none"> <li>• Benchmark turnaround time between cases and sessions</li> <li>• Enabling theatre planned start times</li> <li>• Appropriate allocation of staffing levels based on activity</li> </ul> |

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| <ul style="list-style-type: none"> <li>• To identify and deliver Specialists requirements with Excellence in Customer service by resource planning</li> <li>• To manage the specialty resources effectively ensuring all stakeholder requirements in specialty are met.</li> <li>• To monitor and forecast future workforce requirements including designation, technical and clinical skills, and FTE</li> </ul> | <ul style="list-style-type: none"> <li>• Effective communication processes are developed and adopted to ensure all staff and Specialists are informed and up to date.</li> <li>• Equipment and supplies are effectively coordinated and available in advance of all procedures.</li> <li>• Promote cost effective delivery of services by reducing waste and through facilitating effective and efficient use of resources.</li> </ul> <p>Evidence that recruitment and retention of key skilled personnel in specialty complies with the approved workforce plan</p> |
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| <b>Staff Management</b>  |   |
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| <i>Accountabilities</i>  | <i>Performance Measures</i>   |
| <ul style="list-style-type: none"> <li>• To create and maintain a climate of team work, safety in practice and job satisfaction in specialty</li> <li>• To act as coach and mentor to clinical nursing staff</li> <li>• To facilitate a workable succession planning model</li> <li>• To coordinate ongoing education activities which support and fosters an environment of continuous learning.</li> <li>• To ensure staff allocations meet both the needs of the business and the CEA (Collective Agreement) requirements.</li> <li>• To provide leadership to the clinical team and support staff involvement in new initiatives to promote excellence in practice</li> <li>• To provide a robust communication system which is informative, factual and timely that enables staff to contribute to team/service meetings and discussions</li> <li>• To conduct performance review and management including preparation and implementation of annual appraisals for allocated staff.</li> <li>• To identify deficits in clinical and professional competencies of individuals and services and take appropriate action.</li> </ul> | <p>Evidence of scheduled team/service meetings and discussions and meeting minutes</p> <p>Staff are supported and included in new initiatives which evaluate and improve service delivery</p> <p>Clinical staff voice acknowledgement of support and coaching given to fulfill their role responsibilities.</p> <p>Evidence of training and development requirements of all clinical staff in conjunction with the Theatre Charge Nurse, Resource Nurses, CSSD and Anaesthetic Charge Technicians – and liaise with the Educator on ongoing education activities such as in-services</p> <p>Record of compliance on formal performance reviews conducted annually for nursing staff as allocated and evidence of addressing performance management issues</p> <p>Evidence of active succession planning programs with the nursing team.</p> <p>Feedback confirms clinical credibility amongst the team and service users.</p> <p>Evidence of recording and managing overtime and staff breaks proactively</p> <p>Evidence of provision of formal and informal education to staff within the clinical area and leading the process of reflective practice.</p> |

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| <ul style="list-style-type: none"> <li>• To support and monitor PDRP compliance of staff.</li> <li>• To facilitate direct and indirect clinical support of all new and existing staff to theatre including student nurses.</li> <li>• To share information on scholarships/awards/education funding and assist nurses to prepare and submit applications.</li> </ul> | <p>Evidence of involvement and assisting in the recruitment and selection process and managing staff budget and supplies within agreed budget.</p> |
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| <b>Financial and Resource Management</b>   |  |
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| <i>Accountabilities</i>  | <i>Performance Measures</i>  |
| <ul style="list-style-type: none"> <li>• To facilitate the effective and efficient use of resources and supplies within the department</li> <li>• To identify opportunities to improve the use of resources to reduce costs and monitor the effectiveness of changes in care delivery</li> <li>• To plan and monitor the utilization of resources and to establish and maintain measures to reduce costs</li> <li>• To demonstrate excellent understanding of financial and resource management and provides accurate reports as requested</li> <li>• To assist with the planning of capital expenditure</li> <li>• To rationalise specific inventory and stock and assess new products appropriately according to BH policy</li> <li>• To contribute to the formation of the theatre annual work programme, including certification/accreditation.</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence of documentation systems capturing patient charges as accurate and current on annual review</li> <li>• Evidence of demonstrated compliance with the CEA requirements including provision of rosters, management of sick and annual leave in line with service requirements</li> <li>• Evidence of detailed and accurate reporting against planned resource allocation within required timeframes (kiosk)</li> <li>• Annually present an updated 5 year forecast for equipment replacement to the Charge Nurse and Theatre Manager.</li> <li>• There is evidence of providing assistance in recruitment/vacancy management plan which considers skill mix, nursing intervention hours and available budget in line with the overarching workforce plan.</li> <li>• Evidence that costs are effectively managed through reporting on monthly variances, maintaining control of ordering and checking and seeking authorisation of payment of invoices from direct Manager</li> </ul> |

| <b>Health &amp; Safety</b>   |  |
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| <i>Accountabilities</i>  | <i>Performance Measures</i>  |
| <ul style="list-style-type: none"> <li>• To recognise individual responsibility for workplace Health and Safety under the Health and Safety at Work Act 2015</li> <li>• To participate in and comply with the requirements of the Health &amp; Safety Legislation and associated Braemar policies</li> <li>• To actively support the employee in a safe and early return to work after injury</li> <li>• To accurately and timely record and investigate all incidents including near miss events of the relevant department and corrective actions are put in place within the time frame specified in BHL Policy</li> <li>• To assess the knowledge and understanding of relevant Health and Safety in practice in Performance reviews and fill gaps identified.</li> <li>• To facilitate and support the full achievement of all relevant emergency management procedures and compulsory / compliance education and training</li> </ul> | <ul style="list-style-type: none"> <li>• There is evidence that work practices ensure safety for self and others including the identification and control of work place hazards.</li> <li>• Evidence of seeking advice or assistance before commencing an unfamiliar work practice.</li> <li>• Evidence that staff in specialty have completed the local health and safety induction within 2 weeks of commencement of their role.</li> <li>• Evidence of meeting with the Health and Safety representative at least quarterly to discuss results of audits, investigations and other matters effecting their ability to perform their role.</li> <li>• Evidence of participating in activities directed at preventing harm and promoting well-being in the workplace.</li> <li>• Evidence of assisting the Theatre Charge Nurse with work place inspections at least six monthly.</li> <li>• Evidence that all preferred candidates have completed a pre- employment screening prior to commencement of work</li> </ul> |

| <b>Quality and Risk Management</b>  |  |
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| <i>Accountabilities</i>   | <i>Performance Measures</i>  |
| <ul style="list-style-type: none"> <li>• To actively contribute to risk minimisation activities within the service and specialty to ensure a safe working environment and safe work practices.</li> <li>• To act proactively within areas of responsibility to reduce the number of accidents/incidents</li> <li>• To develop and maintain a culture of continuous improvement to ensure full compliance with approved quality standards in areas of responsibility.</li> <li>• To ensure services align with the Braemar Hospital Strategic and Operational plan and utilise project methodology.</li> <li>• To participate and review best practice guidelines and communicate changes to the entire team.</li> <li>• To contribute to the identification of specifications, trials and purchase of new equipment.</li> <li>• To work collaboratively with the Occupational Health and Safety, Quality and Risk and Infection control teams to ensure plans are available and understood by the team</li> </ul> | <ul style="list-style-type: none"> <li>• There is evidence of a feedback loop following incidents/accidents and unplanned events</li> <li>• There is evidence that corrective actions have been implemented, monitored and evaluated following incident/accident investigation.</li> <li>• Can articulate and demonstrate understanding of and compliance with safety measures/incident and accident protocols and BH policy, procedures, protocols and guidelines</li> <li>• Audit and certification results show compliance with legislative and quality standards</li> <li>• All customers' voice satisfaction with response to and handling of issues and complaints and all issues and responses are managed within the agreed timeframe.</li> <li>• Evidence that outcomes and recommendations from investigations are documented, implemented and reviewed</li> <li>• Evidence that all personnel can articulate and demonstrate understanding of and compliance with safety measures/incident and accident protocols and BH policy, procedures, protocols and guidelines</li> <li>• Evidence that all clinical personnel are appropriately qualified and have current practicing certificates to undertake their respective roles within their scope of practice</li> <li>• Evidence that all owned/loaned assets undergo preventive maintenance as per agreed schedule</li> </ul> |

| <b>Team Member</b>   |  |
|--|--|
| <i>Accountabilities</i>  | <i>Performance Measures</i>  |
| <ul style="list-style-type: none"> <li>• Individual responsibilities actions and contributions enhance the success of the department, service, team and overall organisation</li> <br/> <li>• Acknowledges and applies the principles of the Treaty of Waitangi</li> <br/> <li>• Equal Employment Opportunities (EEO)</li> </ul> | <ul style="list-style-type: none"> <li>• Maintains a current knowledge of relevant issues, trends and practices</li> <li>• Behaviour demonstrates cultural appropriateness and alignment with Braemar values</li> <li>• Builds and maintains productive working relationships</li> <li>• Values individual effort, innovation and creativity</li> <li>• Actively encourages and drives inter department collaboration and sense of “one team”</li> <br/> <li>• Works in a way that demonstrates : <ul style="list-style-type: none"> <li>↳ Partnership and shared decision making with Māori</li> <li>↳ Participation and consultation with Māori</li> <li>↳ Protection of Māori needs, values and beliefs</li> </ul> </li> <li>• Individual(s) contribute to the service, division and Organisation</li> <li>• Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices</li> </ul> |

| <b>Personal &amp; Professional Development</b>  |  |
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| <i>Accountabilities</i>   | <i>Performance Measures</i>  |
| <ul style="list-style-type: none"> <li>• Assumes responsibility for personal and professional / work education and development</li> <li>• Role models expected conduct and standards for team harmony within department and at committee level</li> <li>• Actively seeks new personal growth opportunities and undertakes the necessary education /training to deliver on new projects</li> </ul> | <ul style="list-style-type: none"> <li>• Can demonstrate how skills/information/currency in thinking is undertaken; can demonstrate new learning in action by effective performance</li> <li>• New and ongoing learning needs are articulated and appropriate resources for education and training are sourced</li> <li>• Reflects on own practice and professional behavior; modifies own behavior according to feedback, results, and outcomes</li> <li>• Prepares for, and participates in self appraisal and annual performance review</li> <li>• Maintenance of a Senior Nurse Portfolio</li> </ul> |
| <ul style="list-style-type: none"> <li>• The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position</li> </ul>   | <ul style="list-style-type: none"> <li>• Additional duties are performed in an efficient manner, to the required standard within a negotiated timeframe.</li> <li>• Feedback from peers and senior management, medical staff and support staff confirm contributions are positive, participation is effective, staff voice confidence that they are well represented in all areas.</li> </ul>  |



## Health and Safety Obligations for Managers

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 her reporting obligations to the employer in respect of health and safety matters and exercise due diligence in respect of her 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.

## Scope for Action

The Associate Charge Nurse will be empowered to make decisions or recommendations in the designated specialty as per agreed annual KPI, using initiative and problem solving skills to develop innovative approaches to issues on a day to day basis. Consultation will be required in relation to operational decisions, professional and clinical decisions with the Theatre Charge Nurse and Theatre Manager.

Situations may often call for tact, diplomacy and will require information to be handled in a discreet and sensitive manner. In conflict situations will be required to exercise sound judgement, negotiation and persuasiveness skills, toward facilitating a workable outcome and timely escalation to the Theatre Charge Nurse and/or Theatre Manager.

Member of or representation on selected committees; within delegated authority.

## Staff Reporting

### Direct Reports :

- Resource nurses, registered and enrolled nurses for designated specialty

## Relationships

### Internal :

- Medical staff
- All Braemar Hospital Staff
- Hospital Coordinators
- Patients and their families

### External :

- Surgeons rooms
- Other private surgical and public hospitals
- Medical Associates
- Midland Cardiovascular Service Manager
- Providers of local clinical support services
- Emergency Services

## Person Specifications

- Essential :**
- Registered Health Professional/current APC
  - A minimum of 5 years expertise in relevant theatre specialty
  - Maintenance of a Senior Nurse Portfolio

- Desirable :**
- Other relevant additional tertiary qualification
  - Evidence of related health/management studies
  - Proven clinical leadership / experience and knowledge.

### Training and Experience

- Essential :**
- Proven clinical expertise within the relevant theatre specialty
  - Previous resource nurse, theatre resource coordination experience

### Competencies

- Professional Skills :**
- Co-ordination of diverse teams
  - Expert communication skills utilising active listening
  - Computer literate
  - Presentation Skills (written & oral)
  - Understanding and experience in clinical quality systems
  - Understanding and experience of sound Employment/HR practices

- Personal Skills :**
- Relationship development and management
  - Strong, resourceful organisational skills
  - Cheerful disposition with a sense of fun at work
  - Initiative and Drive
  - Accountable / Resolute/Honest
  - Achievement Oriented
  - Self Sufficient / Independent
  - Flexible and Adaptable
  - Innovative and Creative
  - Ability to diffuse and resolve conflict
  - Negotiation skills
  - Possess strong communication skills, both verbal and written

- Behavioural Attributes**
- Team Player
  - Respect for professional relationships
  - Respect for privileged information
  - Outstanding customer service
  - Solution focused
  - Exhibits consistency in behavior
  - Cheerful disposition with a sense of fun at work
  - Sincere interest in people and their wellbeing.
  - Innovation and change