

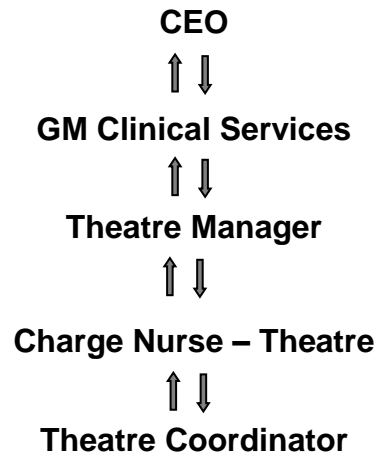


**Braemar Hospital Job Description
Title: Theatre Coordinator**

Responsible to: Charge Nurse - Theatre

Prepared/Reviewed: June 2022

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : _____

Manager's Signature : _____

Date : _____

Purpose of the Position

To assist the Charge Nurse to ensure the delivery of high quality and safe care in accordance with legislative requirements, professional guidelines and industry code of practice.

To provide safe, efficient and productive coordination of all immediate (today and tomorrow) resources.

To role model excellence in the coordination of services and delivery to all customers- internal and external.

Nature & Scope of Responsibilities

Resource Coordination and Planning	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • To coordinate the immediate (today and tomorrow) resources in theatre and balance all requirements in a safe, effective and efficient manner to meet the workload, including capacity management. • To develop and maintain systems and processes that supports a safe and efficient patient journey. • Coordination of operating theatre lists ensuring liaison with medical staff, CSSD, Reception, PACU and Wards. • Excellence in Customer service will be delivered by resource planning 	<ul style="list-style-type: none"> • Feedback from medical associates is that Braemar Theatre service is approachable, adaptive, responsive and easy to communicate with, and endeavors to meet their requirements • Working with Associate Charge Nurses (ACNs) optimum theatre utilization is achieved as per agreed KPIs including: • Benchmark turnaround time between cases and sessions • Appropriate allocation of staffing levels based on activity in conjunction with ACNs • Effective communication processes are developed and adopted to ensure all staff and medical teams are informed and up to date. • Equipment and supplies are effectively coordinated and available in advance of all procedures

Staff Management	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • To create and maintain a climate of team work; safety in practice; job satisfaction • To act as coach and mentor to clinical nursing staff • To contribute to a workable succession planning model • To coordinate ongoing education activities which support and fosters an environment of continuous learning • To ensure staff allocations meet both the needs of the business and the CEA (Collective Agreement) requirements. 	<ul style="list-style-type: none"> • There is evidence of a robust communication system which is informative, factual and timely • All staff have an opportunity to contribute to team/service meetings and discussions • Staff are supported and included in new initiatives which evaluate and improve service delivery • Clinical staff reports voice acknowledgement of support and coaching given to fulfill their role responsibilities. • Identifies training and development requirements of all clinical staff in conjunction with ACNs, the CSSD Manager and Anaesthetic Charge person – and

	<p>coordinates ongoing education activities such as in-services</p> <ul style="list-style-type: none"> • Contributes to formal performance reviews that are conducted annually for nursing staff. • Participates in active succession planning programs with the nursing team • Feedback confirms clinical credibility amongst the team and service users • Overtime is recorded and managed proactively • Staff breaks are managed proactively • Kiosk is completed and up to date daily
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Risk Management	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • To act proactively within areas of responsibility to reduce the number of accidents/incidents 	<ul style="list-style-type: none"> • Works closely with ACNs to ensure there is evidence of a feedback loop following incidents/accidents and unplanned events • There is evidence that corrective actions have been implemented, monitored and evaluated • Can articulate and demonstrate understanding of and compliance with safety measures/incident and accident protocols and BH policy, procedures, protocols and guidelines.

Continuous Quality Improvement	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • To develop and maintain a culture of continuous improvement • To ensure full compliance with approved quality standards in all areas of responsibility • To ensure services align with the Braemar Hospital Strategic and Operational Plan 	<ul style="list-style-type: none"> • Audit and certification results show compliance with legislative and quality standards • Participates and reviews best practice guidelines and changes communicated to the entire team • All customers voice satisfaction with response to and handling of issues and complaints • All issues and responses are managed within the agreed timeframe. • There is evidence that Braemar Hospital maintains delivery of service and physical attributes consistent with a Hotel ethos.

Financial Management	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • To coordinate an effective and efficient use of resources and supplies within agreed levels • To assist with the planning of capital expenditure 	<ul style="list-style-type: none"> • Documentation systems to capture patient charges are accurate, current and reviewed annually • Specific inventory and stock is rationalized and new products assessed appropriately according to BH policy • There is demonstrated compliance with the CEA requirements including provision of rosters, management of sick and annual leave in line with service requirements • Appropriate resource monitoring measures are established and maintained • Reporting against planned resource allocation is detailed, accurate, and within required timeframes (kiosk)

Health & Safety	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • To recognize individual responsibility for workplace health and safety under the health and safety act • To participate in and comply with the requirements of the Health & Safety Legislation and associated Braemar policies 	<ul style="list-style-type: none"> • There is evidence that work practices ensure safety for self and others including the identification and control of work place hazards • Actively supports the employee in a safe and early return to work after injury • Advice or assistance is sought before commencing an unfamiliar work practice • All incidents including near miss events of the relevant department are accurately recorded, investigated and corrective actions are put in place within the time frame specified in BHL Policy • Systems and process support the full achievement of all relevant emergency management procedures and compulsory / compliance education and training • Performance reviews assess the knowledge and understanding of relevant health and safety in practice • Work place inspections are completed at least six monthly • All preferred candidates will complete a pre-employment screening prior to commencement of work • All staff have completed the local health and safety induction within 2 weeks of commencement of their role

Team Member	
<i>Accountabilities</i>	<i>Performance Measures</i>
<p>Individual responsibilities actions and contributions enhance the success of the department, service, team and overall organization</p> <p>Acknowledges and applies the principles of the Treaty of Waitangi</p> <p>Equal Employment Opportunities (EEO)</p> <p>Undertakes all duties and responsibilities in accordance with the Privacy Act (2020), Health Information Privacy Code (2020), and Braemar Hospital's Privacy Policies and Procedures</p>	<ul style="list-style-type: none"> ● Maintains a current knowledge of relevant issues, trends and practices ● Behavior demonstrates cultural appropriateness ● Builds and maintains productive working relationships ● Values individual effort, innovation and creativity ● Actively encourages and drives inter department collaboration and sense of “one team” ● 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 ✦ Leadership by advocating for the provision of high-quality health care that delivers equitable health outcomes for Māori. ✦ Individual(s) contribute to the service, division and Organization ● Demonstrates and encourages behavior that recognizes and is consistent with EEO principles and practices

Clinical Teaching & Coaching	
<i>Accountabilities</i>	<i>Performance Measures</i>
<p>To have a constant presence at the point of care as clinical subject matter expert demonstrating a thorough understanding of the organisation's systems and processes appreciating the complexities and unique patterns that can exist in clinical practice.</p> <p>To report regularly on nurse's progress with the Nurse Educator and CN and escalate practice development, conduct, and competence concerns in a timely manner.</p> <p>To promote clinical excellence and evidence-based professional nursing practice engaging critical thinking and decision making in others.</p>	<ul style="list-style-type: none"> ● Identifies training and development requirements of all clinical staff – and coordinates ongoing education activities ● Demonstrates high standards of clinical practice and conduct. ● Creates a positive, safe, respectful, and supportive learning environment for individuals and teams to flourish. ● Partners with the area's senior nursing team and preceptors to align and formulate specific education plans for individual nurses that are aligned with the individuals' and service needs. ● Upholds the use of Braemar Hospital policies, protocols, and guidelines. ● Assists with goal attainment and/or specific clinical knowledge and skills,

Personal & Professional Development	
<i>Accountabilities</i>	<i>Performance Measures</i>
<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 	<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 Reflects on own practice and professional behavior; modifies own behavior 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. 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.
	<ul style="list-style-type: none"> Provides feedback in a manner that is respectful, constructive, and strengths-based. Recognises and supports situational learning in complex situations. Identifies opportunistic learning occasions for teaching and clinical support. Supports and guides preceptors and new learners. Has challenging conversations leading to positive outcomes when required to support practice development. Advocates for nurses learning needs.

Health and Safety Obligations

1. The employee shall take all reasonably practicable steps to eliminate or minimize 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

As per annual agreed KPIs; representation on selected committees; within delegated authority.

Key Performance Indicators:

- Must demonstrate improved staff breaks
- Demonstrate risk management e.g. incidences and completed documentation
- Must demonstrate reduction in staff over time

Staff Reporting

Direct Reports:

- In conjunction with the CSSD Manager and Anaesthetic Charge Technician regarding staff allocated on duty for the actual shift in Theatre

Relationships

Internal :

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

External:

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

Person Specification

Education

Essential :

- Registered Health Professional
- At least 2 years theatre experience
- Expertise in operating theatre list management

Desirable :

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

Training and Experience

Essential :

Proven clinical expertise within the Operating Theatre.

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 behaviour
- Cheerful disposition with a sense of fun at work
- Sincere interest in people and their wellbeing.
- Innovation and change