

POSITION DESCRIPTION

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

Health New Zealand is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

Our vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Operating Theatre Charge Nurse Manager

REPORTS TO (Title):

Peri-operative Nurse Manager

REPORTS ON A DAILY BASIS TO:

Peri-operative Nurse Manager

PRINCIPAL OBJECTIVES

The Operating Theatre Charge Nurse will provide professional leadership to the nursing team, developing the nursing services and monitoring quality, including standards of practice and service standards.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Director of Nursing Services
2	Peri-operative Nurse Manager
3	Other Operating Theatre Charge Nurse Managers
4	Operating Theatre Clinical Nurse Specialists
5	Operating Theatre Clinical Nurse Educators
6	Operating Theatre Clinical Nurse Coordinators
7	Nursing Staff
8	Medical Staff
5	Members of the multidisciplinary team

EXTERNALLY:

1	As required.
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KEY PERFORMANCE OBJECTIVES:

Task	<u>Clinical Practice</u> Enables nurses to provide a high standard of professional nursing practice that is contemporary and patient focused
Expected Result	• Demonstrates effective managements of people, systems and resources within their defined area within Operating Theatre to ensure that service delivery is of the highest standard and meets the needs of the patient in an efficient and effective manner. • In collaboration with the health team, promotes, facilitates and co-ordinates multidisciplinary care. • Ensures that all nursing practice is safe, legal, effective and responsive to the needs of the patients and their significant others. • Collaborates with the Peri-operative Nurse Manager and appropriate staff in the development and implementation of standards of care. • Initiates and applies new clinical practices based on research, expert knowledge and technical competencies, e.g. clinical pathways. • Develops an environment, which places a responsibility and authority for decision making at the level closest to the situation. • Is a resource to the Peri-operative Nurse Manager in the evaluation of nursing care and service delivery. • Understands and practises the principles of quality management and uses quality audits to ensure continuous quality improvement. • Demonstrates effective management of complaints, incidents and hazards as per Canterbury District Health Board's policies and procedures.
Task	<u>Communication</u> Interacts effectively with patients/clients, family members and health team members within the bounds of the Privacy Act.
Expected Result	• Role models positive and professional behaviours in all relationships. • Provides constructive feedback to staff ensuring that professional nursing practice is of a consistently high standard. • Facilitates and provides leadership in developing the team and individuals within the team. • Facilitates an environment, which allows respect and sensitivity to be demonstrated towards the rights, beliefs and choices of patients and their families and to other members of the interdisciplinary team. • Creates a supportive environment in order for patient advocacy to occur. • Regular meetings are held with relevant health professionals that work within or have input into the unit. These include departmental and interdisciplinary meetings. • Terms of reference are established and records are kept of all meetings held. • Regular briefings and meetings take place with the team members. Minutes are recorded and circulated as appropriate. • Communication is clear, open and accurate. • Confidentiality is maintained.

Task	<u>Team Leadership</u> The Charge Nurse Manager co-ordinates the team activities and the systems that support the team in order to best meet the needs of patients in line with the philosophy of patient focused care
Expected Result	• To provide professional leadership to the nursing team, develop nursing services and monitor quality, including standards of practice and service standards. • Promotes team development in a cohesive, positive and professional manner. • Conducts annual performance appraisal/reviews for nursing team. • Liaises with Peri-operative Nurse Manager on quality issues and initiatives. • Facilitates orientation/preceptorship for all new team members. • Provides direct feedback and support to team members as appropriate. • Supports professional team members in assuming maximum responsibility for management of patient outcomes. • Facilitates direct communication with clinicians. • Identifies training and ongoing development opportunities for staff in conjunction with the CNS, CNE, PDU and Director of Nursing Services and other clinical nurse leaders. • Is involved with the dissemination of current information and theories necessary for the provision of optimal patient care.
Task	<u>Management</u> Demonstrates effective management, supervision and delegation skills within the health care team. Leadership and guidance is provided to other staff within the team.
Expected Result	• Accepts delegated authority from Director of Nursing Services, and Line Manager. Demonstrates responsibility and accountability for the effective management of the plan of care and patient outcomes. • Co-ordinates and uses resources (time, equipment and staff) efficiently and effectively. • Ensures that leadership skills are available for students and team members and all other staff within the unit. • Delegates appropriately to staff and provides supervision where indicated. • A quality plan is developed annually, in conjunction with the Peri-operative Nurse Manager. • Ensures effective HR systems are in place and maintained. • Staffing is maintained to meet patient needs. • Staff leave is co-ordinated to ensure the service needs are met. • Staff are appointed and recruited in liaison with the Line Manager. • Duty rosters are prepared in the required timeframe. These are innovative and flexible to meet the service needs. • The working environment is safe and meets occupational health requirements. • Budgets in place are effectively managed. • Contributes to the development of the budget. • Service expenditure is maintained within the prescribed boundaries in respect of accountability. • Exceptional variations in budget are investigated and managed. • Potential for efficiencies are highlighted. • Participates effectively within the cluster in order to facilitate appropriate allocation of staff and beds on a day to day basis. • Participates in daily meetings with CCNs from within the cluster. • Staff allocated from within existing rosters to other areas are possible. • Ensure skill mix appropriate within the service.

Task	<u>Professionalism</u> Demonstrates responsibility, accountability and commitment in nursing practice and to the nursing profession.
Expected Result	• Demonstrates responsibility and commitment to the service and team. • Identifies issues of ethical concern and assists staff in addressing these. • Demonstrates individual responsibility by actively pursuing further education. • Practises within the Code of Conduct and Code of Ethics (NZ Nursing Council). • Able to demonstrate leadership qualities within the interdisciplinary team and wider organisation. • Recognises and facilitates learning opportunities for nursing colleagues. • Seeks professional support and guidance locally and nationally. • Develops networks locally, regionally and nationally of nurses working within a similar service.
Task	<u>Other</u>
Expected Result	• Any other duties as directed by the Peri-operative Nurse Manager, or Director of Nursing Services.

HEALTH & SAFETY:

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Health New Zealand and Divisional policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others
- Make unsafe work situations safe or, inform a supervisor or manager
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards
- Use Personal Protective Equipment correctly and when required
- Report hazards, incidents, accidents, and near misses promptly and accurately
- Seek advice from manager if unsure of work practices
- Complete mandatory training as required
- Is knowledgeable of emergency procedures and evacuation plans
- Assists in maintenance of equipment as required, and reports faulty equipment promptly
- Actively practice clinical standard precautions
- Maintain knowledge of and promote H&S policies to staff
- Report to the General Manager on H&S issues, meetings, programmes and initiatives
- Ensure H&S programmes are sustained and adequately resourced
- Ensure appropriate system is in place to identify, assess and control workplace hazards
- Ensure accidents and injuries are reported and investigated, ensure relevant documentation is completed and forwarded to H&S Advisor
- Ensure all employees are provided with information about hazards and controls in the workplace
- Ensure all staff are inducted in H&S policies and procedures relevant to their position and workplace
- Ensure regular audits to monitor hazard identification and control

QUALITY:

Every staff member within Health New Zealand is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

LIMITATIONS ON AUTHORITY

Matters which must be referred to the Peri-operative Nurse Manager.

- Predicted staffing levels in excess of budget.
- Security breaches
- Serious incidents relating to patients or staff well-being.
- Staff performance, which may require disciplinary action.
- Quality standards failures or deficiencies
- Any matters which do not comply with Health New Zealand's policies and procedures

QUALIFICATIONS & EXPERIENCE:

Essential:

- Be registered with the New Zealand Nursing Council as a Registered General or Registered Comprehensive Nurse.
- Hold a current Nursing Council of New Zealand Practising Certificate.
- Have extensive experience in the nursing specialty.
- Demonstrate the ability to develop and implement a nursing care delivery system.
- Have a commitment to relevant professional development.
- Demonstrate a commitment to staff development and research based practice.
- Promote accountable nursing practice.
- Be capable of detailed communication with a broad range of people.
- Have the ability to motivate staff and be a team person with an ability for goal achievement.
- Be computer literate and have the ability to expand on those skills.
- Have the vision and ability to accommodate change.
- Have a commitment to Health New Zealand's vision and direction.

PERSONAL ATTRIBUTES:

Mandatory

Key Behaviours:

- Ability to "work together" in a truthful and helpful manner.
- Ability to "work smarter" by being innovative and proactive.
- Accepts responsibility for actions.
- Ability to provide inspirational and motivational leadership

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.