

POSITION DESCRIPTION

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| Date | July 2021 |
| Position Title | Area Manager, Perioperative Services |
| Division | Clinical, Perioperative & Support Services |
| Reports to | Manager, Perioperative Services |

SECTION 1

Mission, Vision and Values

Mission: - To deliver the highest quality healthcare experience for patients

Vision: - To be the preferred choice of Doctor's, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God's love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct.

SECTION 2

Position Summary and Role Purpose

The purpose of the position is to manage the routine operations of the Theatre and and Recovery areas for the department, including resourcing, training and development.

The position provides leadership to all staff working in the department and provides liaison with Visiting Medical Officers.

Support and promote process improvement activities within the department including management of quality, compliance and risk to ensure optimal patient safety.

SECTION 3

Key Working Relationships

| INTERNAL | EXTERNAL |
|---------------------------------|-------------------------|
| Manager, Perioperative Services | VMO'S |
| Perioperative Coordinators | ACHS |
| Clinical Nurse Managers | Department of Health WA |
| Department Managers | Industry Peak bodies |
| All Staff | Nursing Agencies |

Teamwork, Respect, Integrity, Compassion, Excellence, Professionalism

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| | Suppliers of medical related goods, equipment, services |
| | Hospitals |
| | Patients |
| | Ministers of religion & counsellors |

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Preventing and Controlling Health Care associated Infection

- Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, AS/NZS 4187:2014, NQSHS, Hospital policy and standards
- Complete mandatory education and competencies to maintain knowledge and skills of best practice

Medication Safety

- Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, NQSHS, Hospital policy and standards
- Complete mandatory education and competencies to maintain knowledge and skills of best practice

Comprehensive Care

- Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, AS/NZS 4187:2014, NQSHS, Hospital policy and standards
- Complete mandatory education and competencies to maintain knowledge and skills of best practice

Communicating for safety

- Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, AS/NZS 4187:2014, NQSHS, Hospital policy and standards
- Complete mandatory education and competencies to maintain knowledge and skills of best practice

Blood Management

- Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, NQSHS, Hospital policy and standards
- Complete mandatory education and competencies to maintain knowledge and skills of best practice

Recognising & Responding to deteriorating patient

- Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, NQSHS, Hospital policy and standards
- Complete mandatory education and competencies to maintain knowledge and skills of best practice

Training and Development

- Complete mandatory education and competencies to maintain knowledge and skills of best practice
- Ensure all staff complete mandatory training within the required time frame
- Provide leadership, support and direction to the department, ensuring clear communication when delegating work
- Monitor staff compliance with training and education in conjunction with Staff Development Nurse (SDN)

- Mentor and teach Co-ordinators and acting CN's

Department Management and Administration

- Ensure staff resources are sufficient to deliver safe and high-quality care
- Management and responsibility of all rosters in the department including and generating scrub/ scout and on-call rosters and management of sick calls.
- Review and approve all leave requests for the department
- Liaise with agencies, book appropriate staff as required, enter shifts into electronic third party pay system and review timesheets
- Check operating lists and ensure all equipment is available and staff skill mix is appropriate and plan ahead
- Authorise any ad hoc lists requested and staff accordingly
- Support clinical placements for nursing students, graduates and Visitors as and when required
- In collaboration with the Coordinator, manage any escalated work orders for faulty equipment, remove from use and place external orders as required
- Main point of contact for admissions, delegate and coordinate as required
- Provide leadership and provide clear direction when delegating work
- Respond to and address any complaints to ensure that issues are resolved in a timely, respectful and productive way
- Manage any escalated issues with staffing, equipment, supplies and efficiency of the theatre suite
- Assist with performance management of staff as and when directed by Manager, Perioperative Services
- Authorise and action all training payments when requested
- First point of call for any payroll related issues or queries and escalate to Manager, Perioperative Services as and when required
- In consultation with the Perioperative Services Manager, generate any payroll requests that maybe required
- Review and update policies and procedures as directed
- Communicate effectively and build positive relationships with all customers
- Work clinically as and when required

SECTION 5

Health, Safety and the Environment

- Adhere to policies, procedures and standard operating procedures
- Report incidents, hazards and injuries
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment
- Report all workplace injuries and manage according to policy

SECTION 6

Quality and Risk

- Record initiatives and issues in Riskman
- Monitor Riskman entries and investigate and follow up as required

- Abide by Bethesda Health Care's Code of Conduct, Occupational Health and Safety legislation, Equal Opportunity Act
- Complete mandatory training and participate in development reviews

SECTION 7

Partnering with the Consumer

- Support the delivery of safe patient care and the consumer experience
- Acknowledging and involving patients with their care, responding to both clinical and non clinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

SECTION 8

Selection Criteria

| Qualifications |
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| Essential <ul style="list-style-type: none"> ▪ Registered Nurse qualification and current State registration ▪ Current Police Check (no more than 6 months old) ▪ Valid working with Children check Desirable <ul style="list-style-type: none"> ▪ Formal qualification in Management |
| Knowledge |
| Essential <ul style="list-style-type: none"> ▪ Current Best Practice in Nursing <ul style="list-style-type: none"> ▪ Knowledge and ability to apply ACORN Standards ▪ Demonstrated clinical knowledge as a resource person for staff ▪ Evidence Based Nursing Best Practice including Infection Control principals relevant to perioperative nursing ▪ Quality risk frameworks and quality improvement practices and principles ▪ A commitment to improving own knowledge base and performance ▪ Knowledge of NSQHS and their application in the perioperative area Desirable <ul style="list-style-type: none"> ▪ Quality improvement and risk management frameworks |
| Skills |
| <ul style="list-style-type: none"> ▪ Well developed written and verbal communication skills ▪ Well developed organisation and time management skills ▪ Computer skills in Word, Outlook and Excel ▪ Change Management ▪ Ability to demonstrate and work within the Bethesda Health Care Values at all times ▪ Experience in conducting performance appraisals and setting staff objectives Desirable |

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| <ul style="list-style-type: none"> ▪ Proven planning, policy and financial management |
| Experience |
| Essential <ul style="list-style-type: none"> ▪ Commitment to improving own knowledge base and performance ▪ Minimum 3 years perioperative experience ▪ Initiating and leading quality improvement and risk management strategies Desirable <ul style="list-style-type: none"> ▪ Previous experience in a Co-ordinator role or senior experience across multiple specialties ▪ Precepting staff and students |

SECTION 9

Acceptance of Position Description

Employee

Date

Manager

Date