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| Date | January 2025 |
| Position Title | Area Manager – Perioperative Services |
| Division | Clinical Services |
| Reports to | Perioperative Services Manager |

SECTION 1

Mission, Vision and Values

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

Vision: To be the preferred choice for patients, doctors, and staff and to be recognised for the provision of high-quality clinical 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 Bethesda Health Care.
- **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, live the positive behaviours described in the Bethesda Health Care Code of Conduct, and contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

The purpose of the position is to lead the day-to-day operations of Perioperative Department, ensuring safe, efficient service delivery through effective staff management, training, and collaboration with VMOs, while driving continuous improvement in quality, compliance, and patient safety and satisfaction.

SECTION 3

Key Working Relationships

| Internal | External |
|--|---|
| Perioperative Services Manager | Visiting Medical Officers (VMOs) |
| Perioperative Coordinators/Supervisors | Patients |
| Clinical Nurse Managers | Nursing Agencies |
| Nursing Staff | Medical and Supplier Companies |
| Learning and Development Team | Industry Peak Bodies (e.g. ACORN, ACHS) |
| Stores and Supply Department | |
| Engineering and Maintenance Team | |
| All Staff | |

SECTION 4 Key Responsibilities

- **Lead the day-to-day operations of the Perioperative Department**, ensuring appropriate staff resourcing, rostering, and skill mix to deliver safe, high-quality, and efficient surgical services.
- **Provide clinical leadership and support** to all perioperative staff, including mentoring Coordinators and Clinical Nurses, and ensuring clear communication and delegation of duties.
- **Collaborate with Visiting Medical Officers (VMOs)**, Anesthetists, and multidisciplinary teams to ensure smooth theatre workflows, accurate scheduling, equipment readiness, and positive patient outcomes.
- **Oversee departmental compliance** with relevant legislation, recognised clinical standards, and guidelines (e.g., NSQHS, ACORN, ANZCA), ensuring ongoing currency with emerging best practices to deliver safe, high-quality perioperative care.
- **Support patient safety and satisfaction initiatives**, including timely response to complaints or concerns, promoting open disclosure, and actively contributing to a culture of respect and continuous improvement.
- **Coordinate staff training and development**, ensuring all mandatory competencies are completed, and supporting professional growth through coaching, orientation, and performance feedback.
- **Manage and lead clinical governance activities**, including clinical audits, incident investigations, and risk management processes to drive quality improvement and patient safety.
- **Act as first point of contact** for operational matters within the department, including addressing escalated issues related to staff, equipment, efficiency, and patient flow.
- **Manage theatre rosters**, including scrub/scout/on-call arrangements, approval of leave requests, and coordination with nursing agencies and third-party staffing platforms.
- **Manage theatre rosters**, ensuring appropriate skill mix and, where possible, accommodating staff preferences to optimise staffing levels and minimise agency usage. Ensure rosters are accurately maintained, promptly updated, and effectively communicated to all relevant staff.
- **Support financial and administrative processes** by managing timesheets and assisting with payroll queries in consultation with the Perioperative Services Manager.
- **Liaise with internal teams and external stakeholders**, including Engineering, Stores/Supply, and medical/surgical suppliers, to ensure equipment functionality and timely procurement or servicing.
- **Participate in policy and procedure review**, contributing to governance frameworks that support quality, safety, and compliance across the perioperative environment.
- **Work clinically as required**, maintaining up-to-date skills and modelling professional standards of care.

SECTION 5 Health, Safety and the Environment

- Lead by example in fostering a positive safety culture at Bethesda Health Care.
- Adhere to all Bethesda Health Care policies, procedures, and standard operating guidelines related to Work Health and Safety (WHS).
- Immediately report any incidents or hazards.
- Use all required safety measures, protective devices, and personal protective equipment.
- Complete all mandatory WHS training and education.
- Promote all staff well-being through respectful communication and interactions.
- Actively participate in WHS consultative processes.
- Uphold Bethesda Health Care's commitment to environmental stewardship by integrating sustainable practices into all duties.

SECTION 6 Governance Quality and Risk

- Read and abide by the safety and quality responsibilities relevant to your role as outlined in the Clinical Governance Policy/Framework.
- Abide by Bethesda Health Care's Code of Conduct, Work Health and Safety legislation, *Equal Opportunity Act*, and *Disability Services Act*.
- Promote a culture that supports safety and quality by engaging with clinical performance and safety processes at the unit level.
- Record initiatives and issues in our Clinical Governance System.
- Encourage and support clinicians to speak up for safety.
- Complete all mandatory training, engage in development reviews, and contribute to the growth and success of others.

SECTION 7 Partnering with the Consumer

Acknowledge and involve patients in their care, address clinical and non-clinical inquiries, provide appropriate assistance, and promote the use of formal feedback systems.

SECTION 8 Selection Criteria

Essential

- Demonstrated commitment to upholding and integrating the values of Bethesda Health Care.
- Registered Nurse with current AHPRA registration.
- Minimum of 5 years' recent experience in perioperative nursing, including demonstrated leadership within a theatre environment.
- Proven ability to manage complex operations, including staff coordination, scheduling, and resource management.
- Demonstrated knowledge of relevant clinical standards, infection control, risk management, and quality improvement frameworks.
- Strong interpersonal and communication skills with the ability to lead teams and work effectively with VMOs and multidisciplinary stakeholders.
- Experience in staff development and performance management, including mentoring and

Teamwork, Respect, Integrity, Compassion, Excellence, Professionalism

supporting professional growth.

Desirable

- Formal qualification in management, health leadership, or perioperative specialty.
- Experience leading change, service improvement, or clinical governance initiatives in a perioperative setting.

SECTION 9

Acceptance of Position Description

Employee

Date