



# POSITION DESCRIPTION

<b>Date</b>	May 2024
<b>Position Title</b>	Theatre Co-ordinator
<b>Division</b>	Clinical, Perioperative & Support Services
<b>Reports to</b>	Area 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 doctors, staff and patients, recognised for the provision of high-quality surgical, palliative and mental health services.

**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 our Mission.
- 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 coordinate the daily operations of the Theatre, CSSD and Recovery for the department, including resourcing needs.

The position works with the Area Manager to provide daily coordination of staff, theatre suite operations, and direction to all staff working in the department, ensuring the effective delivery of competent, compassionate, and efficient care by monitoring and evaluating patient care processes.

## SECTION 3

### Key Working Relationships

INTERNAL	EXTERNAL
Perioperative Services Manager	VMO'S
Area Manager Perioperative Services	ACHS
Clinical Nurse Managers	Department of Health WA
Department Managers	Industry Peak bodies
All Staff	Nursing Agencies
Clinical Nurse Managers	Suppliers of medical related goods, equipment, services

Teamwork, Respect, Integrity, Compassion, Excellence, Professionalism

	Patients
	Ministers of religion & counsellors

#### **SECTION 4**

##### **Key Responsibilities**

<p>Preventing and Controlling Health Care associated Infection</p> <ul style="list-style-type: none"> <li>▪ Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, AS/NZS 4187:2014, NQSHS, Hospital policy and standards</li> <li>▪ Complete mandatory education and competencies to maintain knowledge and skills of best practice</li> </ul> <p>Medication Safety</p> <ul style="list-style-type: none"> <li>▪ Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, NQSHS, Hospital policy and standards</li> <li>▪ Complete mandatory education and competencies to maintain knowledge and skills of best practice</li> </ul> <p>Comprehensive Care</p> <ul style="list-style-type: none"> <li>▪ Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, AS/NZS 4187:2014, NQSHS, Hospital policy and standards</li> <li>▪ Complete mandatory education and competencies to maintain knowledge and skills of best practice</li> </ul> <p>Communicating for safety</p> <ul style="list-style-type: none"> <li>▪ Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, AS/NZS 4187:2014, NQSHS, Hospital policy and standards</li> <li>▪ Complete mandatory education and competencies to maintain knowledge and skills of best practice</li> </ul> <p>Blood Management</p> <ul style="list-style-type: none"> <li>▪ Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, NQSHS, Hospital policy and standards</li> <li>▪ Complete mandatory education and competencies to maintain knowledge and skills of best practice</li> </ul> <p>Recognising &amp; Responding to deteriorating patient</p> <ul style="list-style-type: none"> <li>▪ Providing direction and leadership with perioperative department compliance in accordance with ACORN, ANZCA, NQSHS, Hospital policy and standards</li> <li>▪ Complete mandatory education and competencies to maintain knowledge and skills of best practice</li> </ul> <p>Training and Development</p> <ul style="list-style-type: none"> <li>▪ Complete mandatory education and competencies to maintain knowledge and skills of best practice</li> <li>▪ Provide leadership, support and direction to the department, ensuring clear communication when delegating work</li> </ul> <p>Department Management and Administration</p> <ul style="list-style-type: none"> <li>▪ Review and coordinate daily shift and allocations of staff to patients ratio based on skill matrix and patient acuity, ensuring Humanforce is in line with activity</li> <li>▪ Daily review of operating lists and ensure all equipment is available and staff skill mix is appropriate and plan ahead</li> <li>▪ Cover sick calls and allocations</li> <li>▪ Liaise with agency to book appropriate staff as and when required</li> <li>▪ Send our daily communication reminders to all staff regarding early starts, any shift changes and any increase in activity, including updating the allocation board</li> <li>▪ Ensure all theatres are set up and prepared in readiness for the next days activity</li> <li>▪ Complete specimen checks daily, ensuing all laboratories have been contacted</li> <li>▪ Complete work orders as required for faulty equipment, remove from use and place external orders as needed</li> </ul>
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- Keep track of activity throughout the day, communicate any anticipated delays with the Area Manager, Perioperative Services, VMO's and Anaesthetists
- Respond to and address any complaints to ensure that issues are resolved in a timely, respectful and productive way
- Manage day to day issues with staffing, equipment, supplies and efficiency of the theatre suite, escalate to Area Manager as and when required
- First point of call for all specimen queries
- Entry of daily pack list
- Enter daily Electronic Pay System Data
- Review and update policies and procedures as directed
- Communicate effectively and build positive relationships within the department , patients and the Hospital
- 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 WHS issues with WHS representative/s and introduce change.
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment.
- Lead and role model WHS issues through support of reporting staff participation and resolution of WHS issues.

## **SECTION 6**

### **Governance Quality and Risk**

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

## **SECTION 7**

### **Partnering with the Consumer**

Acknowledging and involving patients with their care, responding to clinical and non-clinical queries, assisting as appropriate, and encouraging the use of formal feedback systems.

**SECTION 8**  
**Selection Criteria**

Qualifications
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Registered Nurse qualification and current registration.</li> <li>▪ Current Police Check issued within the last six (6) months.</li> <li>▪ Current Working with Children Check</li> <li>▪ Proficiency in Best Practice in Nursing.</li> <li>▪ Strong commitment to continuous personal and professional development.</li> <li>▪ Excellent written and verbal communication skills.</li> <li>▪ Well-developed organisation and time management skills.</li> <li>▪ Competency in word processing and computer skills.</li> <li>▪ Knowledge and ability to apply ACORN Standards</li> <li>▪ Demonstrated clinical knowledge as a resource person for staff</li> <li>▪ Evidence Based Nursing Best Practice including Infection Control principals relevant to perioperative nursing</li> <li>▪ Quality risk frameworks and quality improvement practices and principles</li> <li>▪ A commitment to improving own knowledge base and performance</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Formal qualification in Management Clinical specialisation in a specific area of nursing.</li> <li>▪ Familiarity with quality improvement and risk management frameworks.</li> <li>▪ Proven planning, policy and financial management</li> <li>▪ Previous experience in a Co-ordinator role or senior experience across multiple specialties</li> <li>▪ Demonstrated leadership for operating a nursing unit within in a service-focussed environment</li> </ul>

**SECTION 9**  
**Acceptance of Position Description**

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Employee

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Date