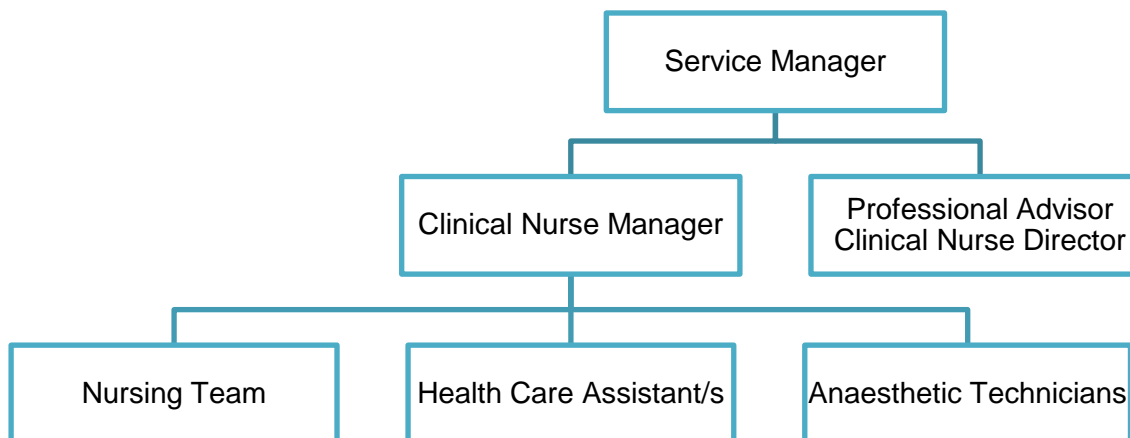


POSITION DESCRIPTION

Position	Clinical Nurse Coordinator – Theatre Complex	Direct Reports	Nil
Responsible To	Clinical Nurse Manager (CNM)	Location	Rotorua
Financial Delegations	Nil	Date	Dec 2024
Relationships Internal	Nursing Staff Medical Staff Allied Health Staff Administration Staff Duty Managers Maori Health Teams Multi-Disciplinary Teams Clinical Nurse Director Clinical Nurse Educators Clinical Nurse Specialists Other Departments	Relationships External	Clients / Patients Family, Whanau, Caregivers Community Agencies Other Health Providers Social Services



1. Primary Purpose(s) of the Position

- The Theatre Floor Coordinator is responsible for the effective delivery of competent, compassionate, and efficient care for the peri-operative patient, undergoing anaesthesia, surgery and/or procedure. Integrally involved in ensuring that staff, patients, and equipment come together seamlessly to move patients through the (acute/elective) surgical process.
- To assist the Clinical Nurse Manager to ensure the delivery of high quality and safe care in accordance with legislative requirements, professional guidelines and industry code of practice.
- To role model excellence in the coordination of services and delivery to all customers - internal and external.

Key Objectives

Expected Outcomes

Nursing Practice

- Demonstrates continuing achievement of competencies within the four domains for a Registered Nurse with Nursing Council of New Zealand (NCNZ):
<http://www.nursingcouncil.org.nz/content/download/263/1205/file/Nursing%20comp%20for%20RN.pdf>
 - Professional Responsibility;
 - Management of nursing care;
 - Interpersonal relationships;
 - Inter-professional health care and quality improvement.
- Maintains NCNZ requirements of an annual practicing certificate.
- Meets the orientation and ongoing knowledge and skill requirements for relevant clinical areas.
- Maintains currency in organisational core certification as relevant to the clinical area.
- Notify your manager of any changes to your scope of practice or conditions on practice (determined by NCNZ).
- Comply with any specific conditions on practice as determined by NCNZ.
- Maintains knowledge of and practices within the HPCA Act, code of conduct NCNZ and other governing legislation relevant to the nursing role.
- Practices within Lakes guidelines, protocols and Nursing Practice Standards.

Contribution to Service Delivery

- To coordinate the immediate resources in the theatre suite and balance all requirements in a safe, effective and efficient manner to meet the workload including capacity management.
- Coordination of the theatre lists with a focus on Acute OR and patient flow, ensuring liaison with Medical staff, nursing staff, ATs/RNAAs, Surgical Day Stay, SSU, Reception, PACU, Wards and Duty Managers
- Coordinate and facilitate smooth running of the department and operating sessions
- Provides leadership and direction for the staff in the Peri-operative arena while supporting and actualizing the goals of the perioperative area.
- Work with the Perioperative Leadership Group achieve optimum theatre utilization

Key Objectives

Expected Outcomes

Coordination of Clinical Environment

- Identifies appropriate communication, and coordination to ensure smooth processes within the Operating rooms, supporting Anaesthetists, Surgeons, Registrars, Nursing staff, Anaesthetic Technician/RNAA, and SSU staff.
- Coordinate, facilitate and manage change within the surgical area
- He/she is a conduit for information flow, receiving, processing and communicating information to others for the coordination of patient care.
- To create and maintain a climate of teamwork; safety in practice; job satisfaction
- Works closely with anaesthetic and surgical teams to ensure lists run efficiently, and that emergency bookings are prioritised appropriately to minimise patient harm.
- Ensures cancellations at short notice are made known to the patient and support people sensitively, and providing clear information about next steps.
- Participates in continuous quality improvement and risk management programs at the unit(s) level in a collaborative manner with interdisciplinary colleagues
- Excellence in customer service will be delivered by resource planning
- Develops a patient focused culture implemented through staff.
- Adherence to AORN and Perioperative Recommended Practice and Standards for Peri-Operative nursing care
- To develop and maintain systems and processes that supports a safe and efficient patient journey
- Actively promotes the education opportunities for patients and their family/whanau.
- Ensure the Acute/Acute Arranged cases are entered on IPM at the time of booking. The eAcute Board to be kept up to date.
- Inform ward/s if patient can have water/food to prevent prolong fasting.
- Arrange with the Registrar/Surgeon responsible for the procedure to contact (acute arranged) patient waiting at home with regard to fasting status or to confirm surgery.

Senior Nursing and Professional Leadership

- Demonstrates nursing leadership through broad problem solving and analytical skills in relation to nursing standards at service level
- Leads and ensures nurses/anaesthetic technicians maintain a cohesive and positive leadership team, role modelling best practice and supporting the principles of Te Iti Kahurangi in everyday activities.
- Ensure that communication and interpersonal skills promote open and effective
- Awareness of limitations demonstrated – help and guidance sought when required.
- Personal application of the Te Whatu Ora Lakes performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

Key Objectives



Expected Outcomes

	<ul style="list-style-type: none"> To act as a coach and mentor to nursing staff
Ongoing Professional Development	<ul style="list-style-type: none"> Participates in own annual performance review. On-going goals and objectives are set annually with the Clinical Nurse Manager. Evidence of application of learning gained from post graduate or post registration education to advance own nursing practice/role. Attendance at relevant courses/conferences. Undertakes regular clinical supervision Maintenance of ongoing personal professional development/continuing education

Key Objectives

Description

Expected Outcomes

<p>Communication and Personal Interaction</p> <p>Te Ringa Hora</p>  <p><i>the open hand (denoting someone who is sociable)</i></p>	<p>Openly communicates and cooperates with all levels of DHB employees, patients and visitors.</p>	<ul style="list-style-type: none"> Builds and maintains open respectful relationships. Openly and constructively participates in conversations with multidisciplinary team, patients, managers and visitors. Accepts differences of opinion can occur but these happen respectfully.
<p>Strategy & Performance</p> <p>Te Ringa Raupā</p>  <p><i>the roughened hand (symbolising a hard worker)</i></p>	<p>Spends energy on delivering role requirements and meeting objectives.</p> <p>Organises own time to deliver on required tasks and duties.</p>	<ul style="list-style-type: none"> Has an energetic approach to work and is self-motivated. Accepts direction and instruction of manager but is able to work effectively without direct guidance. Maintains expected productivity in line with assigned duties.

Key Objectives

Description

Expected Outcomes

Development and Change
Te Ringa Ahuahu



the hand that shapes or fashions something (refers to someone who is innovative)

Accepts change in day to day practices and contributes to decision making of the team.
Makes suggestions to increase efficiency of the unit.

- Constructively makes suggestions to improve process or practices and gain efficiencies.
- Demonstrates positive attitude and responsiveness to opportunities for improvement.
- Is solution focused.
- Undertakes and manages a specific portfolio of responsibilities as agreed with the CNM.

Personal Accountability
Te Ringa Tōmau



the hand that is trustworthy

Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.
Looks for and undertakes development activities appropriate for role and career development.

- Offers and receives constructive critique of practice and self.
- Shows respect and establishes rapport when responding to the different needs of people and practice situations.
- Advises manager whenever issues may be impacting on performance.
- Recognises areas that could be improved in own practice and takes action to address those needs.

Culture and Values
Te Ringa Taurima



the hand that nurtures, encourages, supports

Operates in line with Lakes values and expectations and professional codes of conduct.

- Demonstrates manaakitanga, respect, integrity and accountability in every day performance.
- Incorporates the Lakes Way into day to day business activities.
- Demonstrates the culture and the agreed behaviours of Te iti Kahurangi.
- Shows respect for patients, colleagues, managers, Multi-disciplinary team and others.

Compulsory Requirements

Expected Outcomes

Māori Health

Māori philosophies and values of health are demonstrated in work practice.

- Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Lakes Maori Health division in the planning and delivery of services.
- Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.
- Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care.
- Māori are enabled to access and participate in cultural activities provided by the Lakes.
- A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes is shown.

Te Iti Kahurangi

The Lakes Way, Our Place Our Culture.

- Works within the Te Iti Kahurangi framework and supporting guide document.

Record Keeping

- Complies with the Lakes Corporate Records Management policy to create and maintain full and accurate records.

Quality & Risk

Patient safety is paramount to the service we deliver at Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.

- Employees are supported to lead by example and implement a culture of continuous quality improvement.
- Risks that may prevent Lakes from achieving their goals are identified, reported, and managed.
- Māori patients are provided patient-centred care to achieve positive Māori health outcomes.
- Needs of Māori are reviewed and reported in the further development of practice, process and or policy.
- Evidence-based methodologies are used to support improvements, e.g. Kaupapa, Māori methodology.
- Quality care is provided to certification standards.

Health & Safety

Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.

- Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes policy and legislative requirements.
- Healthy lifestyles are actively promoted and participated in, within the work area.
- Employees participate in Health and Safety within areas of work.
- Health and Safety activities are appropriately documented within specified timeframes.
- Health and Safety policies have been read and understood and are applied in the workplace.
- Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.
- Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.
- All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

Signatures:

Line Manager:

Position Description Approved: _____

Employee:

Acceptance of Position Description: _____

(Please also initial all other pages to show acceptance of position description.)

Person Specification	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Registration with the Nursing Council of New Zealand (NCNZ). Current Annual Practising Certificate in the appropriate scope. PG cert and/or PG DIP 	<ul style="list-style-type: none"> Current drivers' license.
Experience	<ul style="list-style-type: none"> At least 3 years operating theatre clinical practice (elective & acute). Minimum 5 years post graduate nursing experience. Prior experience in a Leadership role 	<ul style="list-style-type: none"> Meets expert level on the Professional Development and Recognition Programme
Knowledge	<ul style="list-style-type: none"> Te Tiriti O Waitangi in the provision of health care services and support to Māori. Te Tiriti O Waitangi in practice, process, policy development and decision making. Health and Disability Code of Consumer Rights 1996 Health Information Privacy Code 1994 Nursing Council of New Zealand Code of Conduct 2004 Nursing Council of New Zealand Competencies for Scope of Registered Nurse 2005 Treaty of Waitangi Act 1975 and its application to the health setting. 	<ul style="list-style-type: none"> Knowledge of Disability Support sector networks, Rehabilitation Sector and Maori systems and networks. Have an awareness of Iwi and Hapu within the boundaries of region.
Skills	<ul style="list-style-type: none"> Pronunciation of Te Reo Māori words and names. 	<ul style="list-style-type: none"> Proficiency in tikanga and te reo.
Personal Attributes	<ul style="list-style-type: none"> Caring and compassionate attitude towards clients, whanau and co-workers. 	<ul style="list-style-type: none"> Non-smoker preferred.

Person Specification

Essential

Desirable

- Motivated and self-directed.
- Excellent interpersonal skills.
- Adaptability and flexibility.
- Prioritisation, time and workload management skills.
- Works well within team to achieve collective outcome.

- 
- Flexibility and lateral thinking.

2. About Te Whatu Ora – Lakes

At Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

Vision

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

Strategic Mission

- Achieve equity in Māori health.
- Build an integrated health system.
- Strengthen people, whanau and community wellbeing.

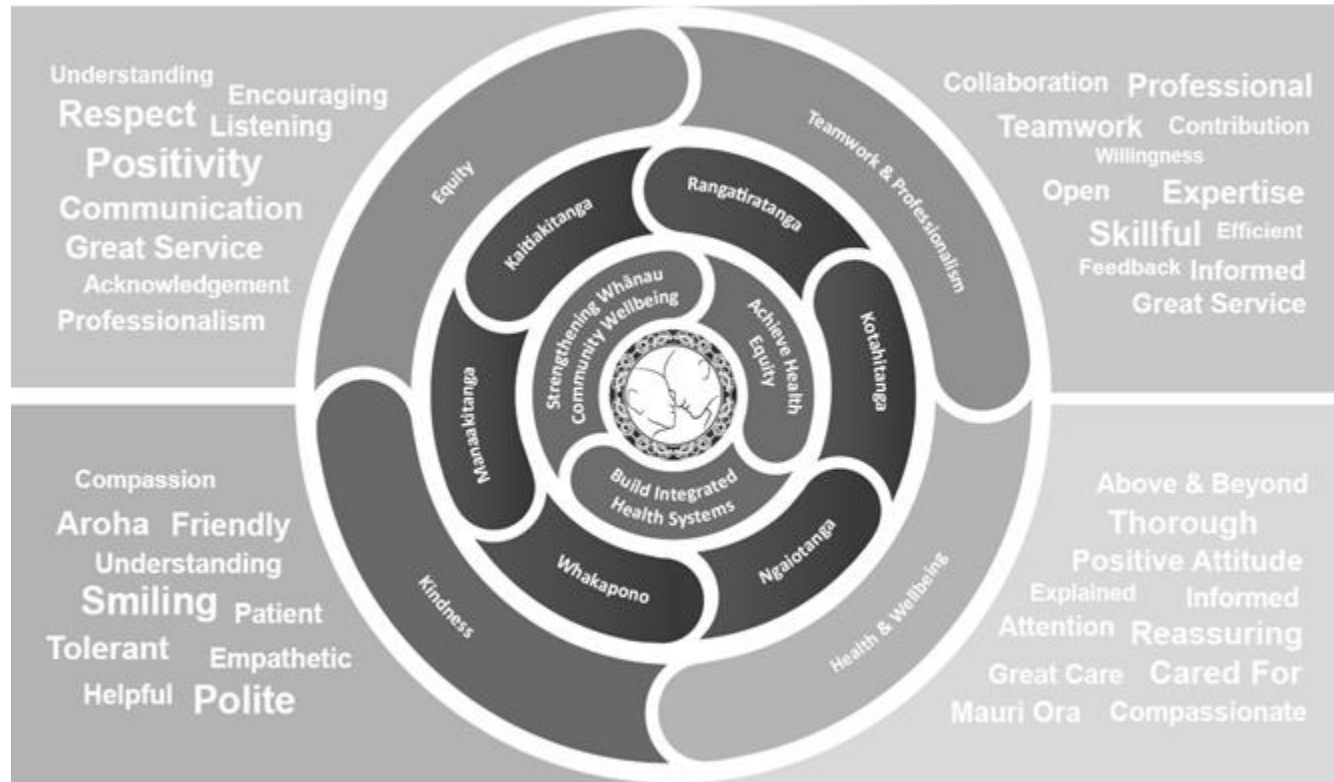
Three Core Values

Manaakitanga Respect and acknowledgment of each other’s intrinsic value and contribution.

Integrity Truthfully and consistently acting collectively for the common good.

Accountability Collective and individual ownership for clinical and financial outcomes and sustainability.

3. Te Iti Kahurangi – The Lakes Way, Our Place, Our Culture – We Will



4. Te Tiriti O Waitangi

Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

5. Organisation Structure

