POSITION DESCRIPTION

Position Details:
Title: Charge Nurse & Floor Co-ordinator  
Department: Perioperative Services
Reports: Theatre Manager  
Location: Level 8 Operating Rooms
Date: March 2017

Purpose of Position:
To co-ordinate theatres and manage clinical practice on a daily basis. Ensuring effective co-ordination of all multi-disciplinary clinical activities so that the ORs can deliver expert health services for ADHB.

Key Accountabilities:
1. **Clinical leadership** – coaching and supervision of staff to ensure effective patient/client/consumer care. Clinical excellence is an expectation in modelling the expertise of this role.
2. **Co-ordinate a multi-disciplinary clinical team** - ensuring patients are prioritised appropriately and information is shared between all health professionals, caring for the patient.
3. **Lead and manage** – lead and facilitate the nursing team to ensure appropriate skill, competence and professional development ensuring excellence in patient outcomes.
4. **Maintain all clinical theatre information systems** - creating and maintaining the theatre nursing roster, ensuring appropriate skill mix and competency on a daily basis. Also, maintaining PiMS and SSS information systems data.
5. **Create** – create and maintain a positive culture of customer focus and continuous improvement. It is expected that this will reflect the vision/values of nursing at ADHB.

Authorities:
This position has the following delegated authority - Nil

Direct Reports (if applicable):  
12.5 FTE

Budget Accountability (if applicable):  
Nil

Relationships:

<table>
<thead>
<tr>
<th>External</th>
<th>Internal</th>
<th>Committees/Groups</th>
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<tbody>
<tr>
<td>NZNO</td>
<td>Multi-disciplinary team</td>
<td>Theatre Quality Meeting</td>
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<tr>
<td>NZ Nursing Council</td>
<td>Staff Nurses</td>
<td>Theatre Management</td>
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<td></td>
<td>Senior Nursing team</td>
<td>Senior Nurse Group</td>
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<td></td>
<td>Clinical Directors</td>
<td>Nursing Review Group</td>
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<td>Duty Manager</td>
<td>Quality Group</td>
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<td></td>
<td>Booking Co-ordinators</td>
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<td></td>
<td>Medical Staff</td>
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Welcome Haere Mai | Respect Manaaki | Together Tūhono | Aim High Angamua
### PERSON SPECIFICATION

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<tr>
<th>Education &amp; Qualifications</th>
<th>Essential</th>
<th>Desired</th>
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| • Registered Nurse         | • Registered Nurse RGN, RCpN, RN.  
• Completion of a curriculum based clinical education programme in Operating Room nursing.  
• Evidence of ongoing personal and professional development | A relevant PostGraduate Qualification. |
| • Experience/Knowledge     | • Five years recent post-graduate experience in Operating Room nursing.  
• Knowledge of the implications of the Treaty of Waitangi with a commitment to Biculturalism. | • Experience in an acute large hospital setting. |
| • Specific Competencies    | • Demonstrates superb organisational skills.  
• Demonstrates good decision making abilities.  
• Demonstrates ability to work well under pressure.  
• Demonstrates expertise in coaching and performance management.  
• Demonstrates clinical expertise.  
• Team building skills.  
• Ability to facilitate change.  
• Negotiation and conflict management abilities.  
• Leadership and vision.  
• Ability to communicate and reinforce a professional vision.  
• Computer skills, including advanced PIMS ability | |
| • Personal Qualities       | • Commitment to providing a quality service.  
• Advanced professionalism.  
• Excellent communicator – verbal and written.  
• Ability to work collaboratively within a multidisciplinary team.  
• Accountability for time, performance and productivity.  
• Sense of humour. | |

### Critical Competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1 Leadership</td>
<td>Acts as a role model for the OR teams, setting high standards for others to follow. Ensures regulatory standards are met.</td>
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<td>2 People Management</td>
<td>Provides leadership within the OR teams. Actively recognise achievement of others.</td>
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<tr>
<td>3 Planning and Monitoring</td>
<td>Develop action plans to accomplish goals, establishes timeframes and allocates resources. Identify and remove barriers. Monitor progress and addresses problems to achieve outcomes.</td>
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<td>4 Teamwork</td>
<td>Establishes an effective working relationship with the interdisciplinary team, both within Operating Rooms, and throughout the organisation.</td>
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<td>5 Advanced Clinical Skills</td>
<td>Demonstrates, teaches and evaluates nursing skills in relation to care of patients in Operating Rooms.</td>
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<td>6 Organising</td>
<td>Has the ability to effectively organise and manage the appropriate scheduling of cases in Operating Rooms.</td>
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<td>7 Communication / Interpersonal Skills</td>
<td>Communicates clearly. Actively considered frame of reference. Utilises problem-solving approach. Demonstrates a high level of communication and problem solving skills, both verbally and in writing. Actively listens, draws out information, and checks understanding.</td>
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<td>8 Quality Orientation</td>
<td>Maintains quality and devises systems to support.</td>
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<td>9 Problem Solving Skills</td>
<td>Identifies problems, develops action plans to accomplish goals, establishes time frames. Identifies and removes barriers, monitors progress, addresses problems to achieve solution.</td>
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**WORKING FOR ADHB – EXPECTATIONS OF EMPLOYEES**

**CITIZENSHIP**
All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:
- Using resources responsibly
- Models ADHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting ADHB’s performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Maori capability in ADHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

**THE EMPLOYER AND EMPLOYEE RELATIONSHIP**
We have a shared responsibility for maintaining good employer/employee relationships. This means:
- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving ADHB’s objectives

A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

**CONSUMER/CUSTOMER/STAKEHOLDER COMMITMENT**
All employees are responsible for striving to continuously improve service quality and performance. This means:
- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe
- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

**PROFESSIONAL DEVELOPMENT**
As the business of ADHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:
- Undertaking professional development
- Applying skills to a number of long and short term projects across different parts of the organisation
- Undertaking such development opportunities as ADHB may reasonably require