POSITION DESCRIPTION

Position Details:

Title: Interventional Radiology Co-ordinator  
Department: Interventional Radiology

Reports: Service Manager Radiology  
Director Interventional Services  

Location: Auckland City Hospital

Date: June 2016

Purpose of Position:

To lead and manage the co-ordination of Interventional Radiology on a day to day basis, ensuring effective co-ordination of all multi-disciplinary clinical activities so that Interventional Radiology can deliver effective, efficient and safe Interventional Radiological services for ADHB.

Interventional Radiology includes the 3 Interventional Radiology Operating Rooms (IR Operating Rooms), the Fluoroscopy Room and the Interventional Ultrasound Room (AU4); coordination and collaboration of Interventional Procedures performed outside of IR Operating Rooms is also required e.g. CT. Close liaison with the Hybrid Operating Room Coordinator is also required on days when Interventional Radiology is involved in cases.

Key Accountabilities:

1. To provide clinical co-ordination to Interventional Radiology Operating Rooms by:

- Maintaining overall responsibility for the daily management and scheduling of procedures for IR Operating Rooms, interventional CT and Ultrasound procedures.
- Liaising with the interventional radiologists regarding the scheduling of procedure lists. Discussing and resolving any conflicts created by multiple demands on limited interventional resources.
- Liaising with referrers regarding requests for interventional procedures, including improving service for referrers e.g. communication and access.
- In conjunction with the assigned ‘lead interventional radiologist’ of the day, allocating procedure time for acute procedures.
- Ensuring patients are prioritized appropriately and information is shared between all relevant health professionals.
- Managing the rescheduling of in-patient procedures in collaboration/agreement with the ‘lead interventional radiologist’.
- Co-ordinating re-scheduling of out-patient procedures in collaboration/agreement with the booking co-ordinators and the managing interventional radiologists / neuro-interventional radiologist.
- Co-ordinating the sourcing of appropriate equipment, as necessary from the level 8 theatres.
- Leading the IR Operating Room Operational Meetings (morning MOS meeting and the end of morning 'brief') and ensuring the necessary information is available for these meetings.
- Quality and performance monitoring and reporting (Scorecard, KPI and Targets on a monthly basis).
- Managing IR Operating Room resources, inclusive of room utilisation, productivity and equipment.
- Collaborating with the Nursing and Radiography Team Leaders regarding management of staffing resource.
- Assisting with management of the interventional radiology & neuro-interventional radiology outpatient clinics in collaboration with the interventional radiologists and booking co-ordinators.
- Ensuring that the appropriate levels and standards of customer service are practised.
- Ensuring culturally appropriate patient care by assisting staff to understand the diverse needs of patients and their families and by liaising with the relevant cultural unit to provide the appropriate standard of care.
- Dealing with conflict situations, working to achieve a win-win situation.
Promoting an interdisciplinary team approach to the provision of patient care. Ensuring staff maintain accurate and up to date documentation.

- Liaising with relevant staff regarding placement and ongoing management of patients
- Maintaining and promoting quality and safe practice risk management policies through the Quality and Clinical Management Model. Actively encouraging staff to identify opportunities for improvement.
- Ensuring compliance within the IR Operating Rooms to Health & Safety requirements and encouraging proactive hazard identification and management.

2. **To be responsible for aspects of own professional development by:**

- Participating in service programmes
- Establishing annual goals, objectives, performance targets and strategies to meet these
- Attending educational opportunities/conferences relevant to the role and scope of practice
- Participating in relevant research activities.
- Maintaining necessary clinical requirements in order to maintain appropriate Practicing Certificate

3. **To contribute to the overall service of the Radiology Department by:**

- Implementing the Radiology Department’s strategic planning
- Ensuring resources are used effectively
- Ensuring priorities are met.

4. **To contribute to the overall Quality of service of the IR Operating Rooms by:**

- Plans, monitors and evaluates the quality of care delivered in the IR Operating Rooms.

5. **Supporting ADHB key goals by:**

- Work in partnership with Auckland DHB Change programmes to ensure the service is safe and effective and aim to improve health outcomes.

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**Authorities:**

This position has the following delegated authority:

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<thead>
<tr>
<th>Direct Reports (if applicable):</th>
<th>Budget Accountability (if applicable):</th>
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<tbody>
<tr>
<td>Nil</td>
<td>Nil</td>
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**Relationships:**

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<tr>
<th></th>
<th>External</th>
<th>Internal</th>
<th>Committees/Groups</th>
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<tbody>
<tr>
<td></td>
<td>NZ Nursing Council</td>
<td>Referrers</td>
<td>Senior professional Groups</td>
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<td></td>
<td>NZMRTB</td>
<td>Lead Interventional Radiologist</td>
<td>Professional Review Group</td>
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<td>Booking Coordinators</td>
<td>Quality Groups</td>
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<td>Vascular Research Coordinators</td>
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<td>Anaesthesia/OR Co-ordinator</td>
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<td>Interventional Radiologists</td>
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<td>Radiology Charge Nurse</td>
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<td></td>
<td>Clinical Specialist Medical Radiation Technologist</td>
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<td>Team Leader Medical Radiation Technologist</td>
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<td>Staff Nurses</td>
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<tr>
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<td>Medical Radiation Technologist</td>
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### PERSON SPECIFICATION

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<tr>
<th>Education &amp; Qualifications</th>
<th>Essential</th>
<th>Desired</th>
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| Professional Registered Nurse, MRT or other allied health professional. | • Relevant Tertiary Qualification  
• Registered with Medical Radiation Technologist Board, Nursing Council  
• Current Annual Practicing Certificate  
• Evidence of ongoing personal and professional development. | • A relevant Post Graduate Qualification.  
• Completion of a curriculum based clinical education programme in Operating Room nursing.  
• Experience in managing a health professional team |
| Experience/Knowledge | • Three years recent post-graduate experience in Radiology, Interventional Radiology, Operating Rooms or similar environment  
• Knowledge of the implications of the Treaty of Waitangi with a commitment to Biculturalism. | • Experience in an acute large hospital setting.  
• Management training Experience in managing a health professional team |
| 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 RIS and 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 IR Operating Room teams, setting high standards for others to follow. Ensures regulatory standards are met. Operationalises goals and facilitates change.</td>
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<tr>
<td>2 People Management</td>
<td>Provides leadership within the IR Operating Room teams. Actively recognise achievement of others.</td>
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<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 IR Operating Rooms, and throughout the organisation. This includes relationships with Anaesthesia staff, SMOs and staff on the Wards.</td>
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<td>5 Advanced Clinical Skills</td>
<td>Demonstrates, teaches and evaluates appropriate clinical skills in relation to care of the patient.</td>
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<td>6 Organising</td>
<td>Has the ability to effectively organise and manage the appropriate scheduling of cases in IR 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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<tr>
<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, seeking help if needed.</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 EMPPLOYEE 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.