Date: May 2015

**Job Title**: Perioperative Nurse Coordinator

**Department**: Patient Service Centre - General Surgery Team

**Location**: North Shore Hospital / Waitakere Hospital

**Reporting To**: Operations Manager for performance against service expectations
Head of Division Nursing for Surgical Services for standard of professional practice

**Direct Reports**: None

**Functional Relationships**: Internal
- Patient Service Centre Team
- Team Leaders
- Operations Managers
- Clinical Director
- Medical staff
- Outpatients staff
- Theatre staff
- Clinical Nurse Specialists
- Cancer Nurse Coordinators
- Nursing staff

Internal
- Ancillary staff
- Director of Nursing and Midwifery
- and Associate Director of Nursing
- and Midwifery

External
- Consumers and their significant others and Whānau
- External Agencies
- General Practitioners

**DHB Purpose, Values and Standards**

At the heart of Waitemata DHB is our promise of ‘better care for everyone’. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.
Purpose of Role: To coordinate patient care from the initial referral to First Specialist appointment and undertake all functions as identified in this job description.

KEY ACCOUNTABILITIES (GENERIC)

<table>
<thead>
<tr>
<th>Domain One</th>
<th>Professional responsibility</th>
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<tbody>
<tr>
<td></td>
<td>Includes accountabilities for professional, legal, ethical and culturally safe practice. This includes being able to demonstrate advanced critical thinking, judgement and accountability for own actions and decisions</td>
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**Professional Leadership**
- Applies critical reasoning and professional judgement to nursing practice issues and decisions for patients at risk
- Provides advice and assistance with care planning using approved care plans/protocols/procedures for the patients requiring speciality intervention
- Role models/leads by example, seeking advice and assistance as needed
- Perceived as highly effective and knowledgeable in area of practice, according to legal, ethical, cultural safety/sensitivity and professional standards.

**Professional Development of nursing practice**
- Meets all registered nurse PDRP competencies at minimum of RN Level 2 requirements – refer generic RN competencies
- Perceived as effective, progressive and knowledgeable in area of practice, according to legal, ethical, cultural safety/sensitivity and professional standards.
- Self-directed in achieving learning and development plan, including PDRP responsibilities/current portfolio
**Domain Two**  
**Management of nursing care**  
*Includes accountability related to patient/client assessment and management of advanced nursing care that is supported by evidence and also assessment, developing differential diagnoses, ordering and interpreting diagnostic tests, planning and providing treatments in order to manage the health of individual patients*  

- To coordinate patient care from the initial referral to First Specialist appointment.  
- To liaise closely with booking clerks, primary care and clinicians to optimize quality and effectiveness of the patient journey.  
- To audit and report upon key performance indicators as defined by the Lead Perioperative Coordinator.  
- To identify service needs and work within the team to improve overall delivery of care.  
- To ensure the referral, grading and booking processes for the general surgical referrals is managed within the required time frames to meet Ministry compliance.  
- To undertake service development work as directed by the Lead Perioperative Coordinator.  
- Role models competent clinical practice and excellent communication skills.  
- Ensures referrals to General Surgery contain sufficient information for grading and are delivered to the Grading Clinician within appropriate timeframes.  
- Liaises with primary care to facilitate efficient decision making to optimise patient care.  
- Develops skills required to accurately grade selected referrals received by General Surgery.  
- Coordinates the booking of outpatient clinics, utilising clinical rationale for prioritisation.  
- Maintains an oversight of patients referred to General Surgery with a High Suspicion of Cancer or Confirmed Cancer diagnosis, ensuring cancer pathways are followed.  
- Determines the need for interdisciplinary referrals and coordinates relevant appointments.  
- Ensures relevant pre-admission investigations and referrals are executed as per agreed protocols with Anaesthetic Department and Surgical Service. Ensures that the results of investigations and referrals are available to the surgical unit and broader multidisciplinary team as per agreed protocols and readily accessible on the day of appointment or day of surgery.  
- Plans and directs care with consultation where required to ensure the patients referral and perioperative journey is well managed.  
- Promotes strong working relationships with clerical staff, clinicians and specialty Clinical Nurse Specialists.

**Domain Three**  
**Interpersonal relationships and enhancing the patient experience**  
*Includes accountability for interpersonal and therapeutic communication with clients/patients and members of the health care team.*

- Communicates effectively, regularly and clearly in both oral and written messages.  
- Responds to calls from patients and takes appropriate actions to ensure the needs are addressed. Role models therapeutic communication, engages patient and family to support self-care, improving knowledge of disease/illness, self-management, prevention of complications and promotion of recovery.  
- Demonstrates clinical leadership through effective teamwork and collaborative relationships.  
- Maintains clear, accurate and relevant records.  
- Participates effectively in team meetings.  
- Provides and receives feedback in a constructive and assertive manner to bring about effective change.
## Domain Four: Inter-professional healthcare and quality improvement to deliver organisational objectives

*Includes accountability for evaluating the effectiveness of care and promoting nursing perspective within the health care team*

<table>
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<tr>
<th>Professional Activity</th>
<th>Description</th>
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</table>
| Quality              | - Participates in audits and development of protocols/policy and care pathways to support care delivery staff expertise and care outcomes.  
                        - Assists with implementation of new procedures. |
| Service Development   | - Participates in service development to enhance the patient experience, applies Waitemata DHB values in practice. Undertakes specific service responsibilities. Includes assisting in implementation and management of initiatives to address differential access to healthcare services for Maori.  
                        - Contributes to development of pathways, protocols and guidelines within the Patient Service Centre. |
| Research & Audit; Evidence based | - Assists with evaluation, development and implementation of standards of nursing practice and supports practice improvements.  
                                - Confident use of technology. |
| Workplace Health & Safety | - Recognizes Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992. Policies are read and understood and relevant procedures applied to their own work activities. Workplace hazards are identified and reported, including self-management of hazards where appropriate |

**VERIFICATION**

Employee: ____________________________  Date: ____________________________

Manager: ___________________________  Date: ____________________________

*Note: This job description forms part of an individual’s contract of employment and must be attached to that contract*
**Position Description**

**Perioperative Nurse Coordinator - General Surgery S&AS**

**Behavioural Competencies**

Our standards of Behaviour:

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<tr>
<th>Everyone Matters</th>
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<tbody>
<tr>
<td>Welcoming and friendly</td>
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<table>
<thead>
<tr>
<th>With Compassion</th>
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<tbody>
<tr>
<td>Compassion for your suffering</td>
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<table>
<thead>
<tr>
<th>Connected</th>
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<tbody>
<tr>
<td>Communicate and keep people informed</td>
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<tr>
<th>Better, Best, Brilliant</th>
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<td>Positive we can make a difference</td>
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**PDRP professional competencies**

- Competent
- Proficient
- Expert

**Designated clinical positions**

- Specialty
- Clinical Nurse Specialist
- Nurse Practitioner

- Must have clinical competencies
- PG Dip or Masters
- May - depending on role definition, PG Cert
PERSON SPECIFICATION

POSITION TITLE: Perioperative Nurse Coordinator General Surgery S&AS - RN

| Qualification | • RCpN, RGON, BHSC.  
|               | • Current APC as Registered Nurse  
|               | • Preference for post graduate certificate in the surgical/specialty nursing |


| Skills/Knowledge/Behaviour | • Ability to apply specialty knowledge to the referral and booking aspects of a patient’s journey.  
|                           | • Highly organised – can meet deadlines and manage timeframes well  
|                           | • Good understanding of general surgical patient conditions and undertaken post registration learning about surgical specialty nursing  
|                           | • Reputation for excellence in specialty practice  
|                           | • Understands the patient journey across multiple health care providers, with the ability to smooth communications and access to services.  
|                           | • Accountable and responsible for clinical decision making and clinical judgement  
|                           | • Confident in application of basic computer programs including Concerto, Soprano, Microsoft Outlook, Windows and Excel and report writing  
|                           | • Advocacy for patient’s needs. |

| Personal Attributes | Leadership  
|                     | People management  
|                     | Teamwork  
|                     | Cultural safety  
|                     | Self-management  
|                     | Patient/client population focused  
|                     | Communication / interpersonal skills  
|                     | Innovation  
|                     | Flexibility  
|                     | Planning and monitoring  
|                     | • Proactive attitude  
|                     | • Excellent communicator  
|                     | • Articulate, good presentation skills  
|                     | • Self –directed and motivated  
|                     | • Strong teamwork reputation, confident collaboration  
|                     | • Resilience  
|                     | • Positive professionally mature  
|                     | • Able to influence without conflict, accepts constructive feedback  
|                     | • Culturally safe practice |