**Clinical Nurse Specialist - Orthopaedic Perioperative Coordinator**

**Position Description**

Date: September 2012

Position Title: Clinical Nurse Specialist – Orthopaedic Perioperative Coordinator

Department: Booking & Scheduling

Location: Waitemata District Health Board

Reporting To:
- Perioperative Service Manager
- Head of Division Nursing (Surgery & Ambulatory Care) for the safety of professional practice performance to the highest standard possible.

Direct Reports: None

Functional Relationships:

**Internal**
- Clinical Director and Members of the Orthopaedic Service
- Booking and Scheduling Department
- Outpatient Departments
- Theatre Staff
- Charge Nurse Managers
- Clinical Nurse Specialists
- Nursing staff

**External**
- Patients and families/carers
- Primary Care Providers including GP’s
- Other DHB providers
- Ministry of Health

Purpose:
Coordinates patient care from initial referral through to procedure or surgery. To liaise closely with booking clerks and clinicians to optimise quality and effectiveness of the patient journey. To audit and report upon key performance indicators as defined by Perioperative Service Manager.

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<tr>
<th>Key Responsibility</th>
<th>Measurable Outcomes</th>
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Models professional nursing practice and conducts business which meets Nursing Council of New Zealand competencies

- Demonstrates professional nursing practice ethically, professionally and relevant to legislated requirements.
- Promotes an environment that enables client safety, quality of care and health appropriate to delegation.
- Current portfolio demonstrates comprehensive evidence and reflection according to the Nursing Council of New Zealand senior nurse competencies.

Manages an effective patient journey from inception to delivery

- Participate in the patient pre-admission process including attending unit specific Outpatient Clinics and Pre Admission Clinics, ensuring relevant pre-admission documentation is completed.
- Determine the need for interdisciplinary referral, and coordinate relevant appointments.
- Ensure relevant pre-admission investigations and referrals are executed as per agreed protocols with Anaesthetic Department and Orthopaedic Surgical Service. Triage to the appropriate person, ensuring that the results of investigations and referrals is 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.
- In consultation with the Orthopaedic Service, develop protocols for the entire patient journey from Outpatients and Theatre to discharge.
- In conjunction with the patient and family initiate discharge planning process and liaise and consult with all disciplines regarding the patient care management plan, ensuring seamless communication with the admitting ward nurse manager (or delegate) on patient’s admission.
- Liaise with the multidisciplinary services for the provision of services and ambulatory supports required by the patient.
- Identify and initiate remedial action in consultation with the Clinical Director (if necessary) to system impediments that negatively impact on a patient’s progress and communicate issues appropriately.
- Identify patients with potential ongoing health care needs and facilitate appropriate referrals as required.

Excellent therapeutic interpersonal relationships with clients and members of the health care team

- Maintain a professional and collaborative manner when dealing with customers. This is a ‘hub’ role with many ‘spokes’ – the patient comes first and ‘customers’ include surgeons, anesthetists, booking clerks and hospital managers.
- Strong relationship management skills that result in professional credibility, good patient outcomes and integrated care.
- Communicates effectively, regularly and clearly in both oral and written messages
- Maintains open and effective communication with the entire patient care team.
- To maintain clear, accurate and relevant records
- Participate effectively and fully at team meetings
- Is courteous, diplomatic and positive in working relationships especially in stressful situations
- Provide and receives feedback in a constructive and assertive manner to bring about positive change
- Assist with student learning and orientation of new team members
- Appropriately challenge health care practice which could compromise client safety, privacy or dignity

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### Inter Professional Health Care and Quality Improvement

- Audit and report upon key performance indicators as defined by the Perioperative Service Manager
- Collect and maintain a basic data set to track volume throughput and case mix
- Collect and report upon sentinel events / cases
- Understands and owns the data quality issues arising from own data input
- Competent in data handling including analysis and reporting within the WDHB booking systems – both for outpatients and theatre

### Professional Development and Clinical Competency

- Maintains own clinical expertise and knowledge through post graduate education at advanced practice level. Attends educational opportunities / conferences relevant to nurse specialist role and scope of practice.
- A role model in continuing to work on personal and professional development
- Utilise and share critical thinking and managerial skills supporting instructing, mentoring and educating others
- Works progressively and constructively taking on adjunctive responsibilities and leading projects
- Lead and develop the ethos of team work and collegial support
- Provide thoughtful, constructive evaluation in peer and leadership review
- Consistently exhibits fair, dependable and ethical conduct
- Is self-directed, showing initiative in care delivery and teamwork, acting autonomously without ongoing support
- Liaise with the Manager about identifying relevant updates and training requirements
- Achieves annual goals, objectives and performance targets. Maintains a portfolio annually and proactively submits for formal assessment every 3 years. Proactively participates in own performance development and review.


- Company health and safety policies are read and understood and relevant procedures applied to your own work activities
- Workplace hazards are identified and reported, including self management of hazards where appropriate
- Can identify health and safety representative for area

### Maintains, Monitors and Ensures Cultural Sensitivity

- Shows understanding of and commitment to the principles of the Treaty of Waitangi (partnership, protection, participation) and importance of Whare Tapa Wha (the four cornerstones of health) te taha wairua (spiritual aspects), te taha hinegaro (mental and emotional aspects), te taha whanau (family and community aspects) and te taha tinana (physical aspects)
- Recognise culturally appropriate and safe practice in the nursing workforce and assist in initiatives developed to reduce inequalities and positively impact on Maori and Pacific health status
- Assists in the leadership and management of projects to improve Maori access to healthcare services.
contexts depending on their educational preparation and practice experience. Registered nurses may also use this expertise to manage, teach, evaluate and research nursing practice. Registered nurses are accountable for ensuring all health services they provide are consistent with their education and assessed competence, meet legislative requirements and are supported by appropriate standards. NCNZ 2010

I will practice according to the expectations of a Senior Registered Nurse

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<th>Name</th>
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**BEHAVIOURAL COMPETENCIES**

Adheres to Waitemata District Health Board’s five organisational values of:

- Respect
- Integrity
- Compassion
- Openness
- Customer Focus

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<thead>
<tr>
<th>COMPETENCIES</th>
<th>BEHAVIOUR DEMONSTRATED</th>
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<tr>
<td>Communicates and works cooperatively</td>
<td>Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients and their families, the community and iwi</td>
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<td>Is committed to learning</td>
<td>Proactively follows up development needs and learning opportunities for oneself</td>
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<td>Is transparent</td>
<td>Communicates openly and engages widely across the organization.</td>
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<td></td>
<td>Enacts agreed decisions with integrity</td>
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<td>Is customer focused</td>
<td>Responds to people’s needs appropriately and with effective results</td>
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<td>Identified opportunities for innovation and improvement</td>
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<td>Works in partnership to reduce inequity in outcomes</td>
<td>Works in a way that:</td>
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<td>Demonstrates awareness of partnership obligations according to the Treaty of Waitangi</td>
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<td>Shows sensitivity to cultural complexity in the workforce and patient population</td>
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<td>Ensures service provision that does not vary because of people’s personal characteristics</td>
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<td>Improving health</td>
<td>Work practices show a concern for the promotion of health and well-being for self and others</td>
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<tr>
<td>Prevent harm</td>
<td>Follows policies and guidelines designed to prevent harm</td>
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<td>Acts to ensure safety of self and others</td>
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**Position Description**

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<th>Preferred</th>
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<tr>
<td><strong>Qualification</strong></td>
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<tr>
<td>• RCpN, RGON, BHSc, with current annual practising certificate</td>
<td>Preferred Masters in Nursing</td>
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<td>• Post graduate Certificate in Specialty Nursing, preferably perioperative nursing, advanced</td>
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<tr>
<td>physical assessment, history taking and pharmacology Current ACLS certification</td>
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<td><strong>Experience</strong></td>
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<td>Minimum five years post registration practice</td>
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<td>Acute and elective surgical nursing</td>
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<td>Interdisciplinary practice</td>
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<td>Confident in application of basic computer programs including Microsoft</td>
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<td>Outlook, Windows and Excel and report writing</td>
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<td>Experience with the public health Booking and Scheduling systems</td>
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<td><strong>Skills/Knowledge/Behavior</strong></td>
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<td>• Advanced physical assessment skills, history taking and pharmacology.</td>
<td>Preferred RN 4</td>
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<td>• Demonstrated operational management / care coordination skills Person focused/centered practice</td>
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<td>• Evidence-based and confident in using contemporary research to inform practice</td>
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<tr>
<td>• Demonstrate confidence in quality improvement to improve service delivery</td>
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<td>• Has current portfolio assessed at RN 3</td>
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### Personal attributes

- Positive manner, flexible, able to influence without conflict
- Demonstrated resilience.
- Manages personal stress effectively
- Excellent communicator, highly articulate and excellent listening skills; has a way of valuing everyone’s opinions.
- Good customer service practices
- Calm, even, consistent and mature personality.
- Sensitive and constructive in responding to the needs of individuals and groups
- Self-directed, motivated, uses initiative, confident skill in negotiation and consultation
- Strong teamwork reputation
- Experience in clinical professional leadership

### Preferred:

- Fosters inquiry, critical thinking and research utilisation among the nursing workforce to advance nursing practice and patients/client care. Critiques and uses national / international research findings