



## *Position Description: Nursing Coordinator*

|                |                                 |
|----------------|---------------------------------|
| Business area: | Clinical                        |
| FTE:           | As per Conditions of Employment |
| Reports to:    | Patient Care Manager            |

### *Position Objective:*

- *To provide effective afterhours co-ordination of service delivery at St Georges Hospital.*
- *To provide clinical support in the pursuit of clinical excellence, improved health outcomes and service delivery.*
- *To contribute to and support the strategic and business objectives of the organisation.*

### *Functional Relationships:*

| <b>Internal:</b>   | <b>External:</b>   |
|--|--|
| <ul style="list-style-type: none"><li>• Hospital Manager</li><li>• Patient Care Manger</li><li>• HODs</li><li>• Charge Nurses and Charge Midwife</li><li>• Hospital and Theatre Coordinators</li><li>• Nursing staff</li><li>• All other St George's staff</li></ul> | <ul style="list-style-type: none"><li>• Clinicians</li><li>• Allied health services</li><li>• Relevant associated groups incl DHB personnel</li><li>• Patients and support persons</li></ul> |



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### *Key Areas of Accountability:*

| <b>Area of Accountability</b>   | <b>Expected Results</b>  |
|---|--|
| <p><b>Clinical resource management</b></p> <p>To coordinate systems to ensure optimum service delivery afterhours</p> | <ul style="list-style-type: none"> <li>• Provides leadership, oversight and clinical support for hospital staff afterhours.</li> <li>• Provides timely communication with senior management team and clinicians.</li> <li>• Coordinates emergencies in all areas of the hospital</li> <li>• Assumes chief controller responsibilities during emergencies</li> <li>• Manages/coordinates any systems failure response or emergency/crisis situation to ensure patient and staff safety</li> <li>• Takes responsibility for the effective booking and management of afterhours admissions or patients returning to theatre.</li> <li>• Undertakes the designated Controlled Drugs requirements as per legislation and hospital policy</li> <li>• Effectively manages complaints/ and refers and escalates appropriately</li> <li>• Ensures efficient and effective coordination of resources (staff, equipment supplies and pharmaceuticals)</li> <li>• Identifies risk and escalates according to policy</li> <li>• Displays sound knowledge of safe use and maintenance of relevant equipment</li> <li>• Maintains a significant presence in all clinical areas, liaising with the relevant personnel including the operating theatre coordinator/staff and midwifery staff to coordinate clinical back-up and availability of essential support services.</li> <li>• ensures efficient bed utilisation and safe staffing</li> </ul> |
| <p><b>Professional Practice</b></p>   | <ul style="list-style-type: none"> <li>• Acts as a role model and resource person for the organization afterhours.</li> <li>• Collaborates with senior colleagues to identify and address learning deficits and performance issues.</li> <li>• Supports RNs to undertake, and maintain, models of care clinical competency assessments.</li> <li>• Communicates and collaborates with the clinical charge nurses and quality coordinator regarding responsibilities of MoH certification.</li> <li>• Promotes non-discrimination, cultural sensitivity, patient advocacy and patient rights and responsibilities in clinical practice.</li> <li>• Complies with legislation and organisational policies and procedures that govern practice and service delivery.</li> <li>• Contributes to review and maintenance of appropriate policy, procedure and guideline documentation.</li> </ul>  |
| <p><b>Interpersonal Relationships/Leadership and Teamwork</b></p>   | <ul style="list-style-type: none"> <li>• Maintains approachability and an open, effective communication style.</li> <li>• Role models St George's Hospital vision, values and goals.</li> <li>• Respects lines of authority and uses proper channels of communication.</li> <li>• Is open and receptive to feedback.</li> <li>• Establishes collaborative networks across teams for mutual benefit.</li> <li>• Collaborates with peers to achieve strategic goals.</li> <li>• Reinforces patient/client focus through education, practice, policies and/or procedures.</li> <li>• Recognises individual efforts in excellent patient/client focus.</li> <li>• Responds to the changing needs of patients/client groups and appropriately plans education and practice development initiatives to meet service need.</li> <li>• Empowers others to take action to resolve patient/client issues promptly</li> <li>• Creates a culture of patient/client focus through person-centered care.</li> <li>• Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.</li> </ul>   |
| <p><b>Quality Improvement</b></p>   | <ul style="list-style-type: none"> <li>• Leads, facilitates and participates in quality improvement activities related to service delivery</li> </ul>  |



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| <b>Area of Accountability</b>                           | <b>Expected Results</b>  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Participates actively in quality improvement activities to monitor and improve standards of nursing.</li> <li>• Contributes to review and maintenance of appropriate policy, procedure and guideline documentation.</li> <li>• Participates actively in the maintenance of MoH certification and QHNZ accreditation status.</li> </ul>  |
| <b>Professional Development</b>                         | <ul style="list-style-type: none"> <li>• Maintains and continuously updates professional portfolio.</li> <li>• Maintains own professional development and mandatory updates.</li> <li>• Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation .</li> <li>• Identifies own learning requirements/deficits and develops a plan in conjunction with line manager.</li> <li>• Demonstrates and facilitates contemporary knowledge and skills.</li> <li>• Understands and adheres to all legislative requirements and follows St George's Hospital policies and procedures.</li> <li>• Participates in an annual performance appraisal and the setting of performance objectives aligned to the goals of the organization.</li> <li>• Identifies own learning requirements/deficits and discusses development plan with Manager.</li> <li>• Attends CPR updates and familiarises self with emergency equipment.</li> <li>• Attends relevant study days and in-service education.</li> <li>• Fosters an environment conducive to learning, enquiry and research.</li> <li>• Participates in approved research programmes as requested.</li> </ul> |
| <b>Organisational Culture</b>                           | <ul style="list-style-type: none"> <li>• Fosters co-operation across the organisation.</li> <li>• Is customer focused, understands and promotes the concept of internal and external customers (i.e. patients, colleagues and clinicians).</li> <li>• Maintains confidentiality in respect to St George's operations, business, employees, clients and patients.</li> <li>• Adheres to St George's policies and procedures.</li> </ul>   |
| <b>Cultural understanding of the Treaty of Waitangi</b> | <ul style="list-style-type: none"> <li>• Understands and has knowledge of the Treaty of Waitangi and implications for clinical practice.</li> <li>• Collaborates with colleagues regarding the integration of the Treaty principles of partnership, protection and participation in practice, guiding and providing resources to foster understanding.</li> <li>• Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori.</li> <li>• Promotes an awareness of cultural differences amongst staff and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice.</li> </ul>  |
| <b>Health &amp; Safety</b>                              | <ul style="list-style-type: none"> <li>• Ensures accidents and untoward incidents occurring in the department are reported as per policy.</li> <li>• Takes reasonable care for personal health and safety.</li> <li>• Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons.</li> <li>• Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at work Act 2015</li> <li>• Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers.</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> </ul>  |



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| <b>Area of Accountability</b> | <b>Expected Results</b>   |
|-------------------------------|---|
|                               | <ul style="list-style-type: none"><li>• Recognises safety hazards and initiates appropriate corrective actions.</li><li>• Attends fire and evacuation lectures and participates in drills as required.</li><li>• Participates in Health and Safety training as mandated by St George's from time to time.</li></ul> |
| <b>Other Duties</b>           | <ul style="list-style-type: none"><li>• To undertake other duties as requested by the Hospital Manager/Patient Care Manager from time to time</li><li>• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li></ul>                            |



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### *Qualifications, Experience and Personal Qualities*

|                                   | <b>Essential</b>   | <b>Desirable</b>  |
|-----------------------------------|--|---|
| <b>Qualifications</b>             | <ul style="list-style-type: none"><li>Registered nurse.</li><li>Holds a current practicing certificate.</li><li>Graduate or post graduate qualification in a related specialty.</li></ul>  | <ul style="list-style-type: none"><li>Post-registration nursing qualification in a related specialty.</li></ul> |
| <b>Experience &amp; Knowledge</b> | <ul style="list-style-type: none"><li>Relevant extensive surgical nursing experience (minimum 5years)</li><li>Advanced health assessment skills</li></ul>  | <ul style="list-style-type: none"><li>3+ years working as a senior nurse</li></ul>                              |
| <b>Personal Attributes</b>        | <ul style="list-style-type: none"><li>Empathetic and demonstrates self-awareness</li><li>Integrity</li><li>Enthusiastic</li><li>Excellent communication and interpersonal skills</li><li>Works well autonomously and as an effective team player</li></ul> |   |

*Agreed by:*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Hospital Manager