

POSITION DESCRIPTION

Position Title	Clinical Nurse Specialist - OT – ENT - Maxillofacial
Business area:	Perioperative
FTE:	As per Conditions of Employment
Reports to:	Perioperative Services Manager

Position Objective

To be professionally accountable for the provision of safe, effective, evidence based perioperative nursing care for patients, clinicians and staff. Works with the roles of practitioner, educator, consultant, change agent and leader in the pursuit of clinical excellence and improved health outcomes.

Functional Relationships

Internal:	External:
<ul style="list-style-type: none">• Perioperative Services Manager• Hospital Manager• Patient Care Manger• Nursing Coordinators• Clinical Nurse Specialists• Charge Nurses• Nurse Consultant• Infection Prevention and Control Nurse• CSSD Coordinator• Anaesthetic Coordinator• All staff within the department• Department Coordinators• Booking Coordinator• All other St George's staff	<ul style="list-style-type: none">• Medical Staff and their nurses/secretaries• Allied Health Professionals• Patients and support persons• Company Representatives.

Key Areas of Accountability

Area of Accountability	Expected Results
<p>To ensure the provision of a safe health care delivery environment</p>	<ul style="list-style-type: none"> • Provides leadership to the specialty understanding the needs of the patient, staff, clinicians and the business. • Ensures clinical practice meets legislative requirements and is evidence-based. • Monitors practice within the Specialty to ensure compliance with hospital/ ward/department policies, procedures and governing acts and regulations. • Ensures infection prevention and control practices are implemented, monitored and evaluated. • Ensures appropriate supervision, preceptoring, support and education of staff working in the specialty. • Ensures specialised equipment is maintained in a safe working condition and staff are adequately trained to use such equipment. • Assists in the co-ordination of equipment trials performed within the operating theatre suite. • Is knowledgeable of all procedures and requirements for the management of emergencies and can co-ordinate the department in the event of an emergency situation. • Reviews staffing requirements and rosters in consultation with the Perioperative Services Manager to ensure they are safe and efficient, in consideration of skill mix and case complexity.
<p>To be accountable for the service delivery & future development of ENT Maxillofacial specialty</p>	<ul style="list-style-type: none"> • Assesses requirements for capex requests annually, that are responsive to staff and clinician requests and that are appropriate for the strategic direction and future needs of the business. • Advises the Perioperative Services Manager on <ul style="list-style-type: none"> ○ Perceived and actual medical equipment requirements ○ Patient, Clinician and staff requests. ○ Safety issues in the operating theatre suite
<p>Inter-professional Healthcare and Quality Improvement To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> • Ensures policies and procedures are current and reflect evidence based practice. • Contributes to the review and development of nursing policy and procedures that have relevance to operating theatre suite. • Interacts with internal and external departments and agencies to ensure that procedures and care are consistent with current acceptable guidelines. • Ensures own availability to clinicians/allied health professionals and hospital staff to discuss quality of care delivery. • Ensures Operating theatre suites services are delivered to patients and clinicians in a professional and customer focused manner. • Promotes to staff and actively supports the organisation's quality plan and the maintenance of QHNZ Accreditation Standards and Ministry of Health certification. • Plans quality assurance activities, including evaluation of audits and uses outcomes to improve service provision, promotes continuous quality improvement.

Area of Accountability	Expected Results
	<ul style="list-style-type: none"> • Participates actively in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification and QHNZ Accreditation process status. • Monitors and assesses new trends and technology to maintain contemporary knowledge and new business opportunities for the hospital
<p>Interpersonal Relationships/Leadership and Teamwork</p> <p>To ensure effective teamwork within the specialty and the achievement of St George’s vision and strategic plan</p> <p>To communicate effectively with patients, colleagues, other health professionals and the public.</p>	<ul style="list-style-type: none"> • Supports and encourages the professional growth of staff working in the specialty team. • Promotes harmonious working relationships within the department and with clinicians and other staff members. • Assists and supports staff during the process of change. • Provides written and verbal reports and documentation which is clear, concise, accurate and appropriate. • Ensures staff are educated or kept updated in specialty knowledge and skills and that staff have access to relevant information. • Provides guidance to staff requiring assistance with interpersonal skills. • Acts as a liaison between medical staff and management. • Meets regularly and provides relevant information to the Preoperative Services Manager • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Communicates effectively, honestly and openly with other team members.
<p>Professional Development</p> <p>To demonstrate a commitment to personal and professional development and actively assists with teaching and training.</p>	<ul style="list-style-type: none"> • Maintains professional nursing standards at all times by applying the standards of practice as laid down by the nursing service, the professional body and the organisation. • Demonstrates and facilitates contemporary nursing knowledge and skills. • Promotes the profession of nursing and presents a positive professional image. • Understands and adheres to all legislative requirements and follows St George’s Hospital policies and procedures. • Participates in an annual performance appraisal and the setting of performance objectives aligned to the goals of the organization. • Identifies own learning requirements/deficits and discusses development plan with Manager. • Assists with PDRP and Performance Appraisals, goal setting for staff and monitoring of achievement. • Identifies learning requirements and/or deficits and objectives are set for further development of staff. • Identifies strengths and expertise of individuals and utilizes such qualities. • Provides introductory material to staff new to the specialty, oversees the orientation period, setting goals, monitoring achievement and meeting with the preceptor. • Acts as a resource person for the specialty. • Attends CPR updates and familiarises self with emergency equipment. • Co-ordinates specialty in-service. • Encourages staff to attend relevant study days and in-service education.

Area of Accountability	Expected Results
	<ul style="list-style-type: none"> • Uses management strategies which will enable staff to develop and respond to different situations effectively. • Fosters an environment conducive to learning, enquiry and research. • Participates in approved research programmes as requested.
<p>Organisational Culture To support a strong and positive image of St George’s within the community and with key internal and external stakeholders</p>	<ul style="list-style-type: none"> • Fosters co-operation across the theatre team. • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a “customer focus”. • Maintains confidentiality in respect to St George’s operations, business, employees, clients and patients. • Models St George’s values and adheres to St George’s policies and procedures.
<p>Cultural understanding of the Treaty of Waitangi To promote cultural awareness within St George’s Hospital</p>	<ul style="list-style-type: none"> • Understands and demonstrates an awareness of the obligations relating to the Treaty of Waitangi and the implications in nursing practice. • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori. • Respects diversity of cultural and religious beliefs amongst staff and patients.
<p>Health & Safety To ensure a safe working environment</p>	<ul style="list-style-type: none"> • Ensures specialty processes or equipment meet health and safety requirements. • Assists with staff education to ensure staff recognise safety hazards and initiate appropriate corrective actions. • Ensures all accidents and untoward incidents occurring in the department are reported. • Complies and follows all St George’s Hospital Health and Safety policies • Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George’s to comply with legislated Health and Safety at Work Act 2015 • Ensures compliance with hospital security requirements and is vigilant in all matters of security.
<p>Organisational effectiveness Contributes to the cost effectiveness and changing needs of the hospital business</p>	<ul style="list-style-type: none"> • Looks for ways and means to actively and effectively promote cost effectiveness. • Actively promotes the activities of the hospital to internal and external stakeholders, and seeks additional business opportunities
<p>Other Duties Undertakes other duties as requested by the Perioperative Services Manager from time to time</p>	<ul style="list-style-type: none"> • Performs such duties in a timely, accurate manner and in accordance with St George’s Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered Nurse with current NZ Practising certificate. Relevant senior theatre experience and preferably a minimum of three years specialty experience. Advanced learning and contemporary knowledge in the area of specialist practice. 	Post graduate qualifications desirable
Experience & Knowledge	<ul style="list-style-type: none"> Experience and credibility with the health care team as a professional resource in the specialty area Demonstrated ability to articulate evidence based nursing advice to the multidisciplinary team 	
Personal Attributes	<ul style="list-style-type: none"> Ability to exercise independent nursing judgement, apply advanced assessment skills and take appropriate action. Planning and organisational skills Interpersonal skills Emotional intelligence 	

Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Hospital Manager)

Date: _____