

## *Position Description: Clinical Nurse Specialist Otorhinolaryngology*

Business area: Clinical  
 FTE: As per Conditions of Employment  
 Reports to: Theatre Manager

### OUR VISION

To be an innovative centre of excellence,  
 where people choose to receive health care and people love to work.

### OUR GUIDING VALUES



**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"> <li>Operating Theatre Co-ordinator</li> <li>Perioperative Services Manager</li> <li>Hospital Manager</li> <li>Patient Care Manager</li> <li>Nursing Coordinators</li> <li>Clinical Nurse Specialists (CNS)</li> <li>Charge Nurses</li> <li>Infection Prevention and Control Coordinator</li> <li>Quality Manager</li> <li>Educator Learning and Development</li> <li>SSD Coordinator</li> <li>Anaesthetic Coordinator</li> <li>All staff within the department</li> <li>All other St George's staff</li> </ul>	<ul style="list-style-type: none"> <li>Medical Staff and their nurses/secretaries</li> <li>Allied Health Professionals</li> <li>Patients and support persons</li> <li>Company Representatives.</li> </ul>

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### *Key Areas of Accountability:*

<b>Area of Accountability</b>	<b>Expected Results</b>
<p><b>To ensure the provision of a safe health care delivery environment</b></p>	<ul style="list-style-type: none"> <li>• Provides leadership to the specialty understanding the needs of the patient, staff, clinicians and the business.</li> <li>• Ensures clinical practice meets legislative requirements and is evidence-based.</li> <li>• Monitors practice within the specialty to ensure compliance with hospital/ward/department policies, procedures and governing acts and regulations.</li> <li>• Ensures infection prevention and control practices are implemented, monitored and evaluated.</li> <li>• Plans for and ensures appropriate supervision, preceptoring, support and education of staff working in the specialty.</li> <li>• Ensures specialised equipment is maintained in a safe working condition and staff are adequately trained to use such equipment.</li> <li>• Assists in the co-ordination of equipment trials performed within the operating theatre suite.</li> <li>• 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.</li> <li>• Reviews staffing requirements and rosters in consultation with the Theatre Manager to ensure they are safe and efficient, in consideration of skill mix and case complexity.</li> <li>• .</li> </ul>
<p><b>To be accountable for the service delivery and future development of the specialty</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Advises the Theatre Manager on medical equipment requirements including developing trends in the specialty area.</li> <li>• Reports any patient, clinician or staff requests or issues.</li> <li>• Addresses or seeks assistance to resolve any health and safety issues in the operating theatre suite.</li> </ul>
<p><b>Inter-professional Healthcare and Quality Improvement.</b></p> <p><b>To maintain a high level of quality improvement</b></p>	<ul style="list-style-type: none"> <li>• Ensures policies and procedures are current and reflect evidence-based practice.</li> <li>• Contributes to the review and development of nursing policy and procedures that have relevance to operating theatre suite.</li> <li>• Interacts with internal and external departments and agencies to ensure that procedures and care are consistent with current acceptable guidelines.</li> <li>• Promotes and contributes to improvements in quality of care delivery.</li> <li>• Ensures operating theatre services are delivered to patients and clinicians in a professional and customer focused manner.</li> <li>• Promotes to staff and actively supports the organisation's quality plan and the maintenance of relevant standards.</li> <li>• Plans quality improvement activities, including evaluation of audits and uses outcomes to improve service provision, promotes continuous quality improvement.</li> <li>• Monitors and assesses new trends and technology to maintain contemporary knowledge and new business opportunities for the hospital.</li> </ul>



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<p><b>Interpersonal Relationships/Leadership and Teamwork</b></p> <p>To ensure effective teamwork 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"> <li>• Supports and promotes equal and fair treatment and opportunity for all staff.</li> <li>• Promotes harmonious working relationships within the department and with clinicians and other staff members.</li> <li>• Contributes positively to the goals of the team and the organisation.</li> <li>• Communicates effectively, honestly and openly with other team members Supports and encourages the professional growth of staff working in the specialty team, identifying learning requirements and objectives for further development of staff.</li> <li>• Provides written and verbal reports and documentation which is timely, clear, concise, accurate and appropriate.</li> </ul>
<p><b>Professional Development</b></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"> <li>• Promotes the profession of nursing and presents a positive professional image demonstrating contemporary nursing knowledge and skills.</li> <li>• Understands and adheres to all legislative requirements and follows St George's Hospital policies and procedures.</li> <li>• Provides introductory material to staff new to the specialty, oversees the orientation period, setting goals, monitoring achievement and meeting with the preceptor.</li> <li>• Assists with PDRP and Performance Appraisals, goal setting for staff and monitoring of achievement.</li> <li>• Co-ordinates specialty related in-service.</li> <li>• Participates in an annual performance appraisal and the setting of performance objectives aligned to the goals of the organization.</li> <li>• Acts as a resource person for the specialty.</li> <li>• Remains current in all required core competencies.</li> <li>•</li> </ul>
<p><b>Organisational Culture</b></p> <p>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"> <li>• Promotes a positive attitude toward ethnic and cultural difference, religious beliefs and obligations.</li> <li>• Respects diversity of culture amongst patients, family and staff.</li> <li>• Fosters co-operation across the theatre team.</li> <li>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a "customer focus".</li> <li>• Maintains confidentiality in respect to St George's operations, business, employees, clients and patients.</li> <li>• Models St George's values and adheres to St George's policies and procedures.</li> </ul>
<p><b>Cultural safety and Te Tiriti o Waitangi</b></p> <p>To promote cultural awareness within St George's Hospital</p>	<ul style="list-style-type: none"> <li>• Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health.</li> <li>• Collaborates with colleagues regarding the integration of Te Tiriti o Waitangi principles of partnership, protection and participation in practice</li> <li>• Displays a willingness to work positively with organisational strategies to improve outcomes for Māori</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>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• 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 requirements</li> </ul>

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To ensure a safe working environment	<ul style="list-style-type: none"> <li>Co-operates with any reasonable policy or procedure relating to health or safety at the workplace.</li> <li>Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> <li>Participates in Health and Safety training as required by St George's.</li> </ul>
<b>Organisational effectiveness</b> Contributes to the cost effectiveness and changing needs of the hospital business	<ul style="list-style-type: none"> <li>Looks for ways and means to actively and effectively promote cost effectiveness.</li> <li>Actively promotes the activities of the hospital to internal and external stakeholders, and seeks additional business opportunities</li> </ul>
<b>Other Duties</b> To undertake other duties as requested by the Theatre Manager from time to time	<ul style="list-style-type: none"> <li>Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> </ul>

### *Qualifications, Experience and Personal Qualities*

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

*Agreed by:*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Hospital Manager)