

## Position Description

<b>Position title:</b>	<b>Clinical Team Leader</b>
<b>Business area:</b>	<b>Operating theatre</b>
<b>Reports to:</b>	<b>Perioperative Services Manager</b>
<b>Approved by:</b>	<b>Hospital Manager</b>



*Our Purpose*

### ***Our Mission :***

Excellence in health care within a culture of caring

### ***Our Vision :***

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

### ***Our Values:***

Four core values:

- Do the Right Thing
- Aim for Excellence
- Caring for All
- Work Better Together

### Position objective

- To be a clinical resource to support service delivery and the development of perioperative practice in the designated specialty:
  - Role models excellence in practice and communication
  - Influences and improves nursing practice
  - Facilitates knowledge and skill development amongst clinical staff
  - Implements evidence based care into clinical practice
- To support the clinical nurse specialist – designated specialty

### Functional relationships

Internal:	External:
<ul style="list-style-type: none"> <li>● Operating Theatre Manager</li> <li>● Clinical Nurse Specialists</li> <li>● Anaesthetic Technician Coordinator</li> <li>● Operating theatre personnel</li> <li>● Quality Manager</li> <li>● Infection Prevention and Control Coordinator</li> <li>● Informatics Nurse Specialist</li> <li>● Ward nursing staff</li> <li>● All other St George's staff</li> </ul>	<ul style="list-style-type: none"> <li>● Clinicians</li> <li>● Patients, family, whānau and support persons</li> <li>● Company reps and educators (equipment, trials, education)</li> <li>● Biomedical personnel</li> </ul>



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### Key areas of accountability

Area of accountability	Expected results
<p><b>Professional practice</b> To ensure the provision of safe clinical practice.</p>	<ul style="list-style-type: none"> <li>• Acts as a role model and resource person for perioperative practice within the specialty by understanding the needs of the patient, staff, clinicians and environment.</li> <li>• Fosters an environment conducive to learning, enquiry and critical thinking.</li> <li>• Plans for and ensures appropriate orientation, supervision, preceptoring, education and performance review of staff working in the specialty.</li> <li>• Collaborates with the clinical nurse specialist to identify and address learning deficits and performance issues.</li> <li>• Ensures specialised stock and equipment are maintained in a safe working condition and staff are adequately trained to use such equipment.               <ul style="list-style-type: none"> <li>◦ Supports product trials and feedback</li> <li>◦ Assists clinical nurse specialist with capex requirements</li> </ul> </li> <li>• Provides leadership in theatre procedures and is able to manage emergencies / can coordinate services in emergency situations.</li> <li>• Guides practice within the specialty to ensure compliance with hospital/unit/department policies, procedures and governing acts and regulations.</li> <li>• Ensures infection prevention and control practices are implemented, monitored and evaluated.</li> <li>• Support RNs to complete the requirements of the Nursing Council of New Zealand's recertification programme / Professional Development and Recognition Programme (PDRP).</li> </ul>
<p><b>Interpersonal relationships/teamwork</b> To ensure effective teamwork and communication</p>	<ul style="list-style-type: none"> <li>• Maintains approachability and an open, effective communication style.</li> <li>• Facilitates effective communication within the team, ensuring patient and staff advocacy.</li> <li>• Liaises with clinicians and the nurse specialist to identify concerns, improvements to ensure best service delivery.</li> <li>• Is open and receptive to feedback.</li> <li>• Respects lines of authority and uses proper channels of communication.</li> <li>• Empowers others to take action to resolve patient/client issues promptly.</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>• 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>Professional development</b> To maintain a high level of professional development</p>	<ul style="list-style-type: none"> <li>• Maintains contemporary knowledge and skills in the specialty, staff development, teaching and leadership in the clinical environment.</li> <li>• Demonstrates a commitment to participating in continuing education and acquisition of further knowledge, skills, and credentials.               <ul style="list-style-type: none"> <li>• Maintains and continuously updates professional portfolio and mandatory updates.</li> <li>• Complies with legislation and organisational policies and procedures that govern practice and service delivery.</li> <li>• Participates in own performance planning, and review in conjunction with line manager.</li> </ul> </li> <li>• Assists with PDRP and performance planning and review processes.</li> </ul>



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<p><b>Inter-professional healthcare and quality improvement</b> To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> <li>• Participates actively in quality improvement activities to monitor and improve standards of nursing.</li> <li>• Critically analyses, disseminates and integrates nursing and other evidence into the area of clinical practice and specialty.</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>
<p><b>Organisational culture</b> 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>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and has a customer focus.</li> <li>• Assists in facilitating positive inter-departmental relationships.</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> 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> <li>•</li> </ul>
<p><b>Health &amp; Safety</b> To ensure a safe working environment</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> <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> <li>•</li> </ul>
<p><b>Organisational effectiveness</b> Contributes to the cost effectiveness and changing service needs</p>	<ul style="list-style-type: none"> <li>• Promotes safe patient care and makes recommendations to ensure cost efficient delivery.</li> <li>• Is alert to emerging patient needs, new procedures and technologies and promotes solutions to safely care for patients and support staff in practice development.</li> </ul>
<p><b>Other duties</b> To undertake other duties as requested by the Clinical Nurse Specialist / Perioperative Services Manager</p>	<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>



## *Position Description*

### 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></ul>	<ul style="list-style-type: none"><li>Post graduate nursing qualification in a related specialty</li><li>Holds, or working towards expert nurse PDRP.</li></ul>
<b>Experience &amp; knowledge</b>	<ul style="list-style-type: none"><li>Minimum 3 years (FTE) post registration / graduate experience in perioperative practice.</li><li>Experience in the provision of clinical support, guidance and education.</li><li>People management skills.</li></ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>Relates well to others</li><li>Integrity</li><li>Enthusiastic</li><li>Excellent communication and interpersonal skills</li></ul>	

### Agreed by:

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ **(Hospital manager)**