

POSITION DESCRIPTION

Position Title	Enrolled Nurse Operating Theatre
Date Reviewed:	December 2020
Business area:	Operating Theatres
FTE:	As per Conditions of Employment
Reports to:	Perioperative Services Manager
Approved by:	Hospital Manager
Next Review Due:	December 2025

Position Objective

- To provide quality care to patients during the perioperative continuum.
- To facilitate the functioning of an environment conducive to patient and staff safety and well being under the supervision of a registered nurse
- To support the business objectives of the organisation.

Functional Relationships

Internal:	External:
<ul style="list-style-type: none">• Perioperative Services Manager• Nurse Specialists• Charge Nurses• Registered Nurses• Anaesthetic Technicians• Booking Coordinator• Hospital Manager• Nursing Coordinators• Patient Care Manger• Nurse Educators• Infection Control Coordinator• All other St George's staff	<ul style="list-style-type: none">• Clinicians• Allied Health Professionals• Patients and Support persons• Company Representatives

Key Areas of Accountability

Area of Accountability	Expected Results
<p>Professional Practice</p> <p>To assume responsibility for the care of allocated patients under the supervision of a Registered Nurse.</p>	<ul style="list-style-type: none"> • Provides nursing care in accordance with Nursing Council requirements and within the professional boundaries stipulated in the Code of Conduct. • Ensures patients are aware of their rights and responsibilities. • Ensures safety of the unconscious patient is maintained at all times. • Demonstrates comprehensive knowledge of infection control and ensures the requirements of sterile field and aseptic technique are recognized and adhered to. • Maintains clear and accurate records ensuring compliance with the documentation requirements of the organisation. • Ensures appropriate communication of patient health assessment information. • Demonstrates competency in implementing emergency procedures and maintaining safe and secure patient care and work environment. • Respects the privacy and confidentiality of patients, staff and consultants. • Demonstrates a helpful and courteous attitude that encompasses cultural safety. • Assists the practice of health care assistants. • Uses information technology as required with relevant training (Microsoft Word, Microsoft Outlook and the relevant Patient Management Systems). • Promotes the profession of nursing and presents a positive professional image.
<p>Interpersonal Relationships/Teamwork</p> <p>To ensure effective teamwork and contribute to 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"> • Demonstrates respect and integrity at all times. • Establishes a trusting relationship with colleagues, clinicians, patients and whanau. • Interprets and adheres to lines of authority and uses proper channels of communication. • Accepts and effects constructive change and/or criticism. • Displays a good team spirit and adopts a positive approach to work. • Empathises with others and considers their feelings whilst recognizing and respecting individual differences. • Recognises and values the roles and skills of members of the health care team, contributes positively to team and organisational goals and works collaboratively in the delivery of quality care. • Demonstrates the ability to work independently (within EN scope of practice) and as part of a team. • Attends and participates in staff meetings as directed. • Creates opportunities to network internally and externally.
<p>Professional Development</p> <p>To maintain a high level of professional development</p>	<ul style="list-style-type: none"> • Undertakes responsibility for meeting all the mandatory requirements of the Professional body and the Organisation. • Maintains own professional development and mandatory training. • Participates in quarterly performance appraisals and the setting of performance objectives. • Identifies own learning requirements/deficits and develops a plan in conjunction with clinical nurse specialist/theatre manager to address these. • Fosters an environment conducive to learning and enquiry. • Maintains an excellent knowledge of supporting equipment in specialty area and is able to trouble shoot.

Area of Accountability	Expected Results
	<ul style="list-style-type: none"> • Supports new staff and assists with the education of all staff appropriate to their level of knowledge and experience. • Identifies teaching needs and provide accurate information and education to patients, relatives and/or significant others. • Acts as a role model for nurses and is prepared to guide and teach any staff with whom she/he is working (according to defined scope of practice).
<p>Inter-professional Healthcare and Quality Improvement To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> • Participates actively in quality improvement • Participates actively in the maintenance of the QHNZ Accreditation status. Documents accidents and incidents accurately in accordance with Hospital policy.
<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"> • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and has a customer focus. • Assists in facilitating positive inter-departmental relationships. • 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 safety and understanding of the Treaty of Waitangi To promote cultural awareness within St George's Hospital</p>	<ul style="list-style-type: none"> • Understands and has knowledge of the Treaty of Waitangi and implications for clinical practice. • Collaborates with colleagues regarding the integration of the Treaty principles of partnership, protection and participation in practice, guiding and providing resources to foster understanding. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori. 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.
<p>Health & Safety To ensure a safe working environment</p>	<ul style="list-style-type: none"> • Accepts personal responsibility regarding occupational safety and health requirements. • Promotes and proactively manages any safety hazards and initiates appropriate corrective actions. • Ensures own and staffs' familiarity and compliance with all emergency and security procedures. • Ensures accidents and untoward incidents occurring in the clinical area are reported. • Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers. • Ensures compliance with hospital security requirements and is vigilant in all matters of security. • Participates in health and safety training as mandated by St George's.
<p>Organisational effectiveness To contributes to the cost effectiveness and changing needs of the hospital business</p>	<ul style="list-style-type: none"> • Sets appropriate priorities for workload. • Monitors stock supplies and refers to person responsible for re-ordering. • Participates in the department's ongoing maintenance programme. • Looks for ways and means to actively and effectively promote cost effectiveness. • Completes patient documentation accurately.

Area of Accountability	Expected Results
Other Duties To undertake other duties as requested by the Operating Theatre Manager/ Hospital Manager from time to time	<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"> Enrolled Nurse Holds a current practicing certificate 	<ul style="list-style-type: none"> Relevant post basic experience
Experience & Knowledge		<ul style="list-style-type: none"> Specialty knowledge and practice expertise
Personal Attributes	<ul style="list-style-type: none"> Shows respect for people Uses initiative Is proactive and innovative Is an effective communicator Is caring and friendly 	

Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Hospital Manager)

Date: _____