

Position Description: Nursing Coordinator

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

Internal:	External:
<ul style="list-style-type: none"> • Chief Executive Officer • Hospital Manager • Patient Care Manager • Perioperative Services Manager • Charge Nurses/Midwife • Nursing Coordinators • Nurse Educators • Quality Management team • Infection Prevention and Control Coordinator • Nursing staff • All other St George's Hospital colleagues 	<ul style="list-style-type: none"> • Allied health services • On Site customers • Other health services • Nursing Council of New Zealand • NZNO • Department of Health • Patients, their whānau and support persons

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Key Areas of Accountability:

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



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	<ul style="list-style-type: none"> Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.
Quality Improvement	<ul style="list-style-type: none"> Participates actively in quality improvement activities by planning, implementing and evaluating improvements. Initiates, participates in design and evaluates audits and applies outcomes to improve service provision. Participates actively in Ministry of Health Certification and Accreditation process. Documents and reports incidents accurately in accordance with hospital policy. Participates actively in the development/review of policies and procedures.
Professional Development	<ul style="list-style-type: none"> Maintains and continuously updates professional portfolio. Maintains own professional development and mandatory updates. Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation . Identifies own learning requirements/deficits and develops a plan in conjunction with line manager. Demonstrates and facilitates contemporary knowledge and skills. 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. Attends CPR updates and familiarises self with emergency equipment. Attends relevant study days and in-service education. Fosters an environment conducive to learning, enquiry and research. Participates in approved research programmes as requested.
Organisational Culture	<ul style="list-style-type: none"> Fosters co-operation across the organisation. Is customer focused, understands and promotes the concept of internal and external customers (i.e. patients, colleagues and clinicians). Maintains confidentiality in respect to St George's operations, business, employees, clients and patients. Adheres to St George's policies and procedures.
Cultural safety and Te Tiriti o Waitangi To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health. Collaborates with colleagues regarding the integration of Te Tiriti principles of partnership, protection and participation in practice. Displays a willingness to work positively with organisational strategies to improve outcomes for Māori. 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.
Health & Safety	<ul style="list-style-type: none"> 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. Cooperates with any reasonable policy or procedure relating to health or safety at the workplace. Ensures compliance with hospital security requirements and is vigilant in all matters of security. <p>Participates in Health and Safety training as required by St George's.</p>



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Other Duties	<ul style="list-style-type: none"> • To undertake other duties as requested by the Patient Care Manager from time to time • 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. • Holds a current practicing certificate. • Holds, or working towards designated senior nurse competent PDRP. • Graduate or post graduate qualification in a related specialty. 	<ul style="list-style-type: none"> • Post-registration nursing qualification in a related specialty.
Experience & Knowledge	<ul style="list-style-type: none"> • At least 5 years post registration/ graduate experience. • Document management skills. 	<ul style="list-style-type: none"> • 3+ years working as a senior nurse
Personal Attributes	<ul style="list-style-type: none"> • Relates well to others • Integrity • Enthusiastic • Excellent communication and interpersonal skills 	

Agreed by:

Signed: _____ **Date:** _____
Employee

Signed: _____ **Date:** _____
Hospital Manager