

Position Description:

Business area: Perioperative Services

Employment Agreement: Individual Employment Agreement

Position Title: **Operating Theatre Manager**

FTE: As per Conditions of Employment

Reports to: Perioperative Services Manager

Date: December 2022

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 Objectives:

- Provide the clinical, operational and professional leadership to the Operating Theatre Suite teams through and with the direct reports including the Theatre Coordinator, Clinical Nurse Specialists, Team Leaders, OT Supplies Coordinator and Anaesthetic Technician Coordinator and ensure alignment with the strategic direction of the Perioperative Unit and the Hospital.
- Exhibit, promote and lead exemplar clinician relationships within all areas of the Perioperative Unit.
- Ensure the full utilisation of resources and capacity within the Operating Theatre Suite while ensuring safe, effective surgical care.
- Partner and work collaboratively with the Theatre Services Manager to ensure the safe, effective delivery of the combined services within the perioperative unit.
- Take an active and collaborative role in the development of the Perioperative Strategic Plan and deliver on the implementation of the operational objectives together with the Perioperative Services Manager and Theatre Services Manager.

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Theatre Services Manager • Department Leaders • Executive Leadership Team • Senior Leadership Team • Patient Care Team • Quality Team • People and Capability Team • Finance team • IT team • Infection Prevention and Control team • Perioperative Educator 	<ul style="list-style-type: none"> • Clinicians • Allied Health Professionals • Patients and support persons • Company Representatives

Position Description:

Key Areas of Accountability:

Key Result Areas	Key Accountabilities
<p>Leadership and Communication</p> <p><i>Provide the clinical, operational and professional leadership to the Operating Theatre Suite teams through and with the direct reports including the Theatre Coordinator, Clinical Nurse Specialists, Team Leaders, OT Supplies Coordinator and Anesthetic Coordinator and ensure alignment with the strategic direction of the Perioperative Unit and the Hospital.</i></p> <p><i>Partner and work collaboratively with the Theatre Services Manager to ensure the safe, effective delivery of the combined services within the perioperative unit.</i></p>	<ul style="list-style-type: none"> • Models and ensures our Values (Do the Right Thing; Aim for Excellence; Caring for All; Work Better Together) are integrated throughout the Operating Theatre suite through daily practices, interactions and decision making. • Actively champions initiatives, and facilitates the planning, implementation and embedding of change when requested. • Demonstrates effective oral and written communication within a multidisciplinary team environment regarding patient treatment, and care and progress, to ensure optimal care and positive professional relationships within the wider Perioperative unit and within the Hospital. • Manages the performance of the Operating Theatre Coordinators (direct reports) including colleague development – clinical and personal, coaching and support, performance goal setting and regular yearly performance reviews. • Provides visible and accessible leadership, motivating others to follow and communicates clinical standards and behavioural expectations. • Works cooperatively with the Operating Theatre teams and promotes a culture of openness in which practices and process can be challenged, information shared, and issues addressed. • Actively collaborates and engages with the Theatre Services Manager to ensure the safe, effective delivery of combined services within the Perioperative Unit.
<p>Clinician Relationships</p> <p><i>Exhibit, promote and lead exemplar clinician relationships within all areas of the Perioperative Unit.</i></p>	<ul style="list-style-type: none"> • Develops, enhances and promotes exemplar working and collaborative relationships with all Clinicians who work at St George’s Hospital including but not limited to: <ul style="list-style-type: none"> ▪ Ensuring our Operating Theatre services are always focused on mutually beneficial goals and associated benefits. ▪ Providing constructive feedback for two-way service improvements and developing corrective action plans. ▪ Ensuring that our theatre resources are providing the best-in-class services to our clinicians. • Serves as a resource for our Clinicians to answer questions, keep them informed about policies and procedures related to the theatre environment and maintains visibility in the Operating Theatre suite. • Informs our leadership teams (Perioperative and Hospital-wide) about opportunities to grow and improve Operating Theatre services. • Identifies opportunities to apply technology to better support our clinicians with current and future Operating Theatre business opportunities.
<p>Clinical Services Leadership</p> <p><i>Ensure the full utilisation of resources and capacity within the Operating Theatre Suite while ensuring safe, effective surgical care.</i></p> <p><i>Partner and work collaboratively with the Theatre Services Manager to ensure the safe, effective delivery of the combined services within the perioperative unit.</i></p> <p><i>Take an active and collaborative role in the development of the Perioperative Strategic Plan and deliver on the implementation of the operational objectives together with the Perioperative Services Manager and Theatre Services Manager.</i></p>	<ul style="list-style-type: none"> • Oversees the operational management, leadership and clinical supervision of the operating theatre teams (through the leadership team) to ensure care provided is safe and appropriate for patients, colleagues and others within the operating theatre environment. • Ensures the efficient running of the Operating Theatres and the performance indicators relating to the commercial viability of the Theatre Suite are monitored and maintained. • Identifies opportunities to ensure the maximisation of Operating Theatre resources, capacity and efficiencies, including but not limited to staffing and reporting lines, rosters, equipment, and processes. Reviews roles to maximise effectiveness of scopes of practice • Demonstrates ability to identify, prioritise, analyse and resolve a range of issues/problems within the Operating Theatre suite. • Supports colleagues with clinical reasoning and professional judgement • Provides leadership to the leadership team to support the recruitment of colleagues with the appropriate departments that enables the Operating Theatre team to be correctly staffed for expected workloads, absenteeism and within allocated budgeted FTE. • Assists the leadership team to address HR requirements for their teams. Included but not limited to <ul style="list-style-type: none"> • Monitoring / managing absenteeism • Rostering to contracted hours • Performance management / disciplinary procedures /coaching, mentoring • Resolving team and individual performance issues



Position Description:

Key Result Areas	Key Accountabilities
<p>Financial Management</p> <p><i>Ensure the full utilisation of resources and capacity within the Operating Theatre Suite while ensuring safe, effective surgical care.</i></p>	<ul style="list-style-type: none"> Monitors, and ensures fiscal oversight of all negotiations of purchases, service contracts, expenditure and supplies within the Operating Theatre suite. Contributes to operational planning and monitoring of the Operating Theatre suite to ensure optimal services are delivered within allocated budgets
<p>Quality, Risk Management and Governance</p> <p><i>Ensure the full utilisation of resources and capacity within the Operating Theatre Suite while ensuring safe, effective surgical care.</i></p>	<ul style="list-style-type: none"> Promotes quality improvement initiatives within the Operating Theatre Suite with particular emphasis on innovation and assessment of emerging technologies Ensures Health and Safety policies and practices are understood and followed by the theatre team Maintains and implements quality systems in accordance with National Safety and Quality Health Service Standards. Assists to analyse and evaluate information gathered through metrics and/or surveys to improve, policies, processes, training opportunities and colleague engagement. Ensures relevant infection control standards and practices are implemented throughout the department.
<p>Delivering strategy</p> <p><i>Take an active and collaborative role in the development of the Perioperative Strategic Plan and deliver on the implementation of the operational objectives together with the Perioperative Services Manager and Theatre Services Manager.</i></p>	<ul style="list-style-type: none"> Constructively contributes to the strategic planning of the Perioperative Unit and delivers on the operational objectives of the plan. Actively champions initiatives, and facilitates the planning, implementation and embedding of change when requested.
<p>Professional Development</p>	<ul style="list-style-type: none"> Ensures professional development is undertaken according to hospital policy and participates in an annual performance appraisal and the setting of performance objectives. Identifies own learning requirements/deficits and develops a plan in conjunction with the Perioperative Services Manager to address these. Fosters an environment conducive to learning, enquiry and research.
<p>Cultural understanding and commitment to Te Tiriti o Waitangi</p>	<ul style="list-style-type: none"> Demonstrates an understanding of and commitment to our responsibilities of Te Tiriti o Waitangi Respects diversity of cultural, this may include age, gender, sexuality, ethnicity, culture, disability or beliefs.
<p>Health & Safety</p>	<ul style="list-style-type: none"> Complies with and supports all health and safety policies, guidelines and initiatives Ensures all incidents, injuries and near misses are reported in our H&S reporting tool
<p>Other Duties</p>	<ul style="list-style-type: none"> Performs any other duties related to the scope of role when requested

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered clinical qualification and working towards or intent to achieve Post graduate clinical qualification 	<ul style="list-style-type: none"> Post graduate clinical qualification
Experience & Knowledge	<ul style="list-style-type: none"> Previous leadership experience within a Perioperative environment 8+ years theatre experience Proficient in the use of MS Office applications, email and the Internet. 	
Personal Attributes	<ul style="list-style-type: none"> Demonstrated leadership qualities <ul style="list-style-type: none"> Self-awareness; Emotional intelligence, Social intelligence; Exceptional communication skills; Resilience; Leadership agility 	

Position Description:

	Essential	Desirable
	<ul style="list-style-type: none"> • Adept at managing multiple pieces of work and prioritizing the demands of a diverse range of stakeholders • Excellent customer focus • Strong organisational understanding; negotiation skills and critical thinking • An inclusive and approachable working style, you understand that diversity adds value. • Co-operative and supportive team player. 	

Agreed by:

Signed: _____

Date: _____

Signed: _____
Hospital Manager

Date: _____