

## ***POSITION DESCRIPTION***

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|-----------------------|-------------------------------------------|
| <b>Position Title</b> | <b>Registered Nurse Operating Theatre</b> |
| <b>Business area:</b> | <b>Operating Theatres</b>                 |
| <b>FTE:</b>           | <b>As per Conditions of Employment</b>    |
| <b>Reports to:</b>    | <b>Perioperative Services Manager</b>     |
| <b>Approved by:</b>   | <b>Hospital Manager</b>                   |

### **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 quality perioperative care to patients entering the perioperative continuum and to facilitate the functioning of an environment conducive to patient and staff safety and wellbeing.

### **Functional Relationships**

| <b>Internal:</b>                                                                                                                                                                                                                                                                                                                                                                      | <b>External:</b>                                                                                                                                                               |
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| <ul style="list-style-type: none"><li>• Nurse Specialists</li><li>• Charge Nurses</li><li>• Hospital Manager</li><li>• Hospital Coordinators</li><li>• Patient Care Manager</li><li>• Nurse Educators</li><li>• Infection Prevention and Control Coordinator</li><li>• Other Nursing Staff</li><li>• Anaesthetic Technicians</li><li>• All other St George's Hospital staff</li></ul> | <ul style="list-style-type: none"><li>• Medical staff</li><li>• Allied Health Professionals</li><li>• Patients and Support persons</li><li>• Company Representatives</li></ul> |

## Key Areas of Accountability

| Area of Accountability                                                                                                                                                                                                                                                    | Expected Results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <p><b>Professional Practice</b></p> <p>Provide comprehensive, individualised care to patients in the Perioperative environment as a fully participating member of the multi-disciplinary team</p>                                                                         | <ul style="list-style-type: none"> <li>• Provides nursing care in accordance with Nursing Council requirements and within the professional boundaries stipulated in the Code of Conduct.</li> <li>• Takes responsibility for maintaining advanced skills, knowledge and competencies (in operating theatre nursing) as per hospital policies and procedures.</li> <li>• Provides, facilitates, advocates and evaluates nursing care that is evidence-based and is responsive to patient needs.</li> <li>• Maintains clear and accurate records ensuring compliance with the documentation requirements of the organisation.</li> <li>• Ensures appropriate communication of patient health assessment information and articulates recommendations regarding interventions.</li> <li>• Demonstrates competency in implementing emergency procedures and maintains a safe and secure patient care and work environment.</li> <li>• Respects privacy, confidentiality of patients, staff and consultants.</li> <li>• Demonstrates accountability for directing and evaluating nursing care that is provided by enrolled nurses, assistants and others.</li> <li>• Uses Information Technology as required with relevant training (Microsoft Word, Microsoft Outlook and the relevant Patient Management Systems).</li> <li>• Promotes the profession of nursing and presents a positive professional image.</li> <li>•</li> </ul> |
| <p><b>Interpersonal Relationships/Teamwork</b></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"> <li>• Maintains approachability and an open, effective communication style.</li> <li>• Models St George's Hospital vision, values and goals.</li> <li>• Respects lines of authority and uses proper channels of communication.</li> <li>• Is open and receptive to feedback.</li> <li>• Establishes collaborative networks across teams for mutual benefit.</li> <li>• Collaborates with peers to achieve strategic goals.</li> <li>• Reinforces patient/client focus through education, practice, policies and/or procedures.</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>• Empowers others to take action to resolve patient/client issues promptly</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> <li>•</li> </ul>                                                                                                                                                                                                                                                     |
| <p><b>Professional Development</b></p> <p>To maintain a high level of professional development</p>                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Understands and has knowledge of nursing professional development issues.</li> <li>• Maintains and continuously updates professional portfolio.</li> <li>• Maintains own professional development and mandatory training.</li> <li>• Demonstrates a commitment to participating in continuing post basic education and acquisition of further knowledge, skills, and credentials.</li> <li>• Identifies own learning requirements/deficits and develop a plan in conjunction with charge nurse/department coordinator to redress these</li> <li>• Completes the intravenous certification process (written and practical) to an acceptable standard</li> <li>• Fosters an environment conducive to learning, enquiry and research.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Area of Accountability                                                                                                                                      | Expected Results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Maintains an excellent knowledge of supporting equipment in specialty area and is able to trouble shoot.</li> <li>• Engages in orientation of new staff, and the ongoing education of all staff appropriate to their level of knowledge and experience.</li> <li>• Identifies teaching needs and provide accurate information and education to patients, relatives and/or significant others.</li> <li>• Ensures staff performance and development is undertaken according to hospital policy.</li> <li>• Acts as a role model for nurses and other departmental staff</li> <li>• Participates in Performance Planning and review.</li> </ul> |
| <b>Inter-professional Healthcare and Quality Improvement</b><br>To maintain a high level of quality improvement                                             | <ul style="list-style-type: none"> <li>• Participates actively in quality improvement activities to monitor and improve standards of nursing.</li> <li>• Initiates, participates in and evaluates audits and uses outcomes to improve service provision.</li> <li>• Participates actively in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification and QHNZ Accreditation process status.</li> <li>• Documents and reports accidents and incidents accurately in accordance with Hospital policy.</li> <li>• Supports continuous quality improvement.</li> <li>•</li> </ul>                                                               |
| <b>Organisational Culture</b><br>To support a strong and positive image of St George's within the community and with key internal and external stakeholders | <ul style="list-style-type: none"> <li>• Promotes harmonious working relationships within the department and with departmental "Users". 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>• 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> <li>•</li> </ul>                                                                     |
| <b>Cultural safety and Te Tiriti o Waitangi</b><br>To promote cultural awareness within St George's Hospital                                                | <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>                                                    |
| <b>Health &amp; Safety</b><br>To ensure a safe working environment                                                                                          | <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> </ul>                                                                                                                                          |

| Area of Accountability                                                                                                     | Expected Results                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Organisational effectiveness</b><br>To contribute 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>Accurately completes cost accounting documents as appropriate.</li> <li>Identifies appropriate priorities for workload.</li> <li>Monitors stock supplies and orders appropriately.</li> <li>Participates in the department's ongoing maintenance programme.</li> </ul> |
| <b>Other Duties</b><br>To undertake other duties as requested by the Operating 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>NZ Registered Nurse</li> <li>Holds a current practicing certificate that allows you to practice in New Zealand</li> </ul> |           |
| <b>Experience &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>Specialty knowledge and practice expertise</li> </ul>                                                                     |           |
| <b>Personal Attributes</b>        | <ul style="list-style-type: none"> <li>Ability to perform effectively in stressful and emergency situations</li> </ul>                                           |           |

**Agreed by:**

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_