

## *Position Description:*

Business area: Perioperative Services  
 Employment Agreement: Individual Employment Agreement  
 Position Title: **Theatre Services 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 Theatre Services teams through and with the direct reports including the Charge Nurse PACU, Charge Nurse Cardiology Day Unit (Cath Lab) and Sterile Sciences 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 Theatre Services departments while ensuring safe, effective surgical and/or clinical care.
- Partner and work collaboratively with the Operating Theatre Manager to ensure the safe, effective delivery of 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 Operating Theatre Manager.

#### Functional Relationships:

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



## Position Description:

### Key Areas of Accountability:

| Key Result Areas   | Key Accountabilities  |
|--|---|
| <p><b>Leadership and Communication</b></p> <p><i>Provide the clinical, operational and professional leadership to the Theatre Services teams through and with the direct reports including the Charge Nurse PACU, Charge Nurse Cardiology Day Unit (Cath Lab) and Sterile Sciences 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 Operating Theatre Manager to ensure the safe, effective delivery of the combined services within the perioperative unit.</i></p>  | <ul style="list-style-type: none"> <li>• Models and ensures our Values (Do the Right Thing; Aim for Excellence; Caring for All; Work Better Together) are integrated throughout the Theatre Services Unit through daily practices, interactions and decision making.</li> <li>• Actively champions initiatives, and facilitates the planning, implementation and embedding of change when requested.</li> <li>• 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.</li> <li>• Leads and manages the performance of the Theatre Services direct reports including colleague development – clinical and personal, coaching and support, performance goal setting and regular yearly performance reviews and ensuring mandatory training is completed.</li> <li>• Provides visible and accessible leadership, motivating others to follow and communicates clinical standards and behavioural expectations.</li> <li>• Works cooperatively with the Theatre Services teams and promotes a culture of openness in which practices and process can be challenged, information shared, and issues addressed.</li> <li>• Actively collaborates and engages with the Operating Theatre Manager to ensure the safe, effective delivery of combined services within the Perioperative Unit.</li> </ul>   |
| <p><b>Clinician Relationships</b></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"> <li>• 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"> <li>▪ Ensuring our Theatre services are always focused on mutually beneficial goals and associated benefits.</li> <li>▪ Providing constructive feedback for two-way service improvements and developing corrective action plans.</li> <li>▪ Ensuring that our theatre resources are providing the best-in-class services to our clinicians.</li> </ul> </li> <li>• Informs our leadership teams (Perioperative and Hospital-wide) about opportunities to grow and improve our Theatre services.</li> <li>• Identifies opportunities to apply technology to better support our clinicians with current and future Theatre services business opportunities.</li> </ul>  |
| <p><b>Clinical Services Leadership</b></p> <p><i>Ensure the full utilisation of resources and capacity within the Theatre Services units while ensuring safe, effective surgical care.</i></p> <p><i>Partner and work collaboratively with the Operating Theatre 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 Operating Theatre Manager.</i></p> | <ul style="list-style-type: none"> <li>• Oversees the operational management, leadership and clinical supervision of the Theatres Services teams (through the leadership team) to ensure care provided is safe and appropriate for patients, colleagues and others within the Theatre Services environment.</li> <li>• Ensures the efficient running of all Theatre Services Units and the performance indicators relating to the commercial viability of each of the Units is monitored and maintained.</li> <li>• Identifies opportunities and leads projects to ensure the full potential of each of the Theatre Services Units i.e. resources, capacity and efficiencies, including but not limited to staffing and reporting lines, rosters, equipment, and processes. Reviews roles to maximise effectiveness of scope of practice</li> <li>• Demonstrates ability to identify, prioritise, analyse and resolve a range of issues/problems within the Theatre Services Unit.</li> <li>• Supports colleagues with clinical reasoning and professional judgement</li> <li>• Provides leadership to the leadership team to support the recruitment of colleagues with the appropriate departments that enables the Theatre Services team to be correctly staffed for expected workloads, absenteeism and within allocated budgeted FTE.</li> <li>• Assists the leadership team to address HR requirements for their teams. Included but not limited to <ul style="list-style-type: none"> <li>• Monitoring / managing absenteeism</li> <li>• Rostering to contracted hours</li> <li>• Performance management / disciplinary procedures /coaching, mentoring</li> <li>• Resolving team and individual performance issues</li> </ul> </li> </ul> |



## *Position Description:*

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

### *Qualifications, Experience and Personal Qualities*

|                                   | Essential   | Desirable  |
|-----------------------------------|---|--|
| <b>Qualifications</b>             | <ul style="list-style-type: none"> <li>Registered clinical qualification and working towards or intent to achieve Post graduate clinical qualification</li> </ul>   | <ul style="list-style-type: none"> <li>Post graduate clinical qualification</li> </ul> |
| <b>Experience &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>Previous leadership experience</li> <li>8+ years clinical experience</li> <li>Proficient in the use of MS Office applications, email and the Internet.</li> </ul>  |  |
| <b>Personal Attributes</b>        | <ul style="list-style-type: none"> <li>Demonstrated leadership qualities               <ul style="list-style-type: none"> <li>Self-awareness; Emotional intelligence, Social intelligence; Exceptional communication skills; Resilience; Leadership agility</li> </ul> </li> <li>Adept at managing multiple pieces of work and prioritizing the demands of a diverse range of stakeholders</li> </ul> |  |



## *Position Description:*

|  | <b>Essential</b>   | <b>Desirable</b> |
|--|--|------------------|
|  | <ul style="list-style-type: none"><li>• Excellent customer focus</li><li>• Strong organisational understanding; negotiation skills and critical thinking</li><li>• An inclusive and approachable working style, you understand that diversity adds value.</li><li>• Co-operative and supportive team player.</li></ul> |                  |

*Agreed by:*

Signed: \_\_\_\_\_

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

Signed: \_\_\_\_\_  
Hospital Manager

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