Job Description

Clinical Nurse Coordinator
Perioperative Department – Acute Theatres

Report To: Clinical Nurse Manager Perioperative Department

Liaise with: Perioperative Associate Clinical Nurse Managers
Perioperative Clinical Nurse Coordinators
Anaesthetic & Surgical Service Nurse Leader
Patients & Families
All Wards and Departments
Anaesthetic Technicians
Perioperative Support Team
Medical Staff
Nurse Educator
Maori Health Services

This is a designated senior nurse position

The Bay of Plenty District Health Board:

The District Health Board’s fundamental purpose it to work within the resources allocated to it to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

Vision: Healthy, thriving communities
Mission: Enabling communities to achieve good health and independence and ensure access to high quality services.
Values: C  Compassion
A  Attitude
R  Responsiveness
E  Excellence

Main Purpose

To provide direct clinical coordination and expertise, ensuring a safe, effective practice environment, which supports the management of acute patient flow in the Perioperative Department
Principal Accountabilities

1. Clinical Coordination and Management of Nursing Care
   - Actively co-ordinates the acute surgical booking process to theatre to ensure that acute surgery is performed in appropriate acuity order
   - Ensures process consistency to book the acute patient to theatre.
   - Coordinates and monitors provision of safe, effective nursing practice, using teamwork to deliver care which meets the needs of patients and their families
   - Works in close collaboration with medical and nursing staff to ensure timely and appropriate patient care and provides leadership in complex patient situations.
   - Encourages an environment of self accountability and responsibility for effective clinical decision making and patient outcomes
   - Develops and maintains key communication links within the department, across the wider organisation and with external agencies
   - Acts as an effective role model by demonstrating high level of clinical competence and judgment and provide direct clinical care as required
   - Communicates effectively and utilises effective conflict resolution and negotiation skills to support a cohesive multidisciplinary team and ensure optimum client outcomes
   - Demonstrates excellent customer service, collaborative practice, problem solving and priority setting skills
   - Incorporates Treaty of Waitangi principles into care delivery to contribute to the improvement of Maori health status
   - In conjunction with the Clinical Nurse Manager (CNM) manages legal and ethical dilemmas in a supportive, collaborative manner

Key Performance Indicators
   - Stakeholder feedback confirms appropriate utilisation of acute theatre against acuity and demand.
   - All services utilise the electronic acute booking process
   - Theatre lists start and finish on time, and turnaround is minimised
   - All necessary equipment is available in a prompt and timely manner
   - Appropriate order of operating list to maximise use of resources
   - Appropriate stock level management
   - Equipment is maintained according to policy
   - Treaty partners confirm appropriate consultation and liaison
   - Feedback confirms effective functioning as a coordinator, including prompt, professional and appropriate complaint resolution and customer service

Professional Development
   - Assists the CNM with delegated annual staff performance reviews and liaises with CNM on staff performance issues
   - Liaises with the Nurse Educator (NE) regarding individual staff learning and credentialing needs and participate in departmental education programmes
   - Maintains own clinical knowledge, competence and demonstrates leadership through own professional development
   - Has a thorough knowledge of departmental and organisational policies, protocols, and guidelines
   - Maintains BOPDHB mandatory certifications relevant to role
• Committed to and encourages ongoing staff competency through the Professional Development and Recognition Programme (PDRP) in conjunction with the PDRP Coordinator
• Participates in professional nursing and multidisciplinary departmental meetings as appropriate

**Key Performance Indicators**
• Evidence of ongoing professional development
• Required certification skills current
• Evidence of development and ongoing maintenance of professional portfolio
• Delegated performance reviews are completed in required timeframes
• Addresses performance issues as they arise

3. **Management of the Environment**
• Proactively maintains health and safety for clients, staff and others. Ensures compliance with health and safety protocols and reporting
• Promotes and ensures infection control standards are maintained
• Actively manages clinical risk, informs CNM of incidents and contributes to quality and risk planning
• Assists the CNM with investigation of nurse related patient complaints and incidents

**Key Performance Indicators**
• Evidence of risks identified and action taken
• Evidence of attendance at all relevant/mandatory training sessions
• Follow up recommendations from incidents are implemented

4. **Continuous Quality Improvement**
• Leads and encourages continuous quality improvement activities with ongoing monitoring
• Identifies and is actively involved in clinical audit activities related to clinical practice and improved patient outcomes
• Maintains quality standards to meet certification requirements
• Participates in the development of relevant specialty protocols/guidelines as appropriate
• Actively lead practice development and change management initiatives that affect patient and organisational outcomes

**Key Performance Indicators**
• Evidence of quality improvements implemented and evaluated
• Evidence of audits identified and completed
• Quality improvements to meet certification standards actioned

This position description is not exhaustive and the incumbent may be requested to perform any reasonable task as requested by the line manager.

This position description will be reviewed from time to time in consultation with the incumbent.
The key performance indicators are a guide only and the relevant indicators should be agreed at annual performance appraisal.

HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003

1. You are required to maintain your current competency based practicing certificate
2. You must notify your Manager of any changes to scope or conditions on practice (determined by Regulatory Authority)
3. You must complete the requirements of any competency programme
4. You must notify employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCAA as the governing legislation

HEALTH AND SAFETY

You are expected to meet the health and safety requirements set out in BOPDHB policies and protocols and any other requirements set out in the Health and Safety in Employment Act 1992.

TREATY OF WAITANGI/CULTURAL COMPETENCIES

BOPDHB is committed to the principles of the Treaty of Waitangi

The Bay Of Plenty District Health Board is a Smokefree environment.

The Person

Essential
- Registered Nurse with current practising certificate
- Relevant post graduate certificate in nursing qualification or working towards the same
- Significant clinical experience in a Perioperative department
- Skilled at prioritising work load based on information systems and experience
- Achieved minimum proficient or expert level PDRP or equivalent

Desirable
- Computer literacy

Personal Attributes
- Well developed problem solving and analytical skills
- Ability to prioritise and cope with high and varied workload
- Proven ability to respond calmly and effectively utilising sound clinical judgment to manage an unpredictable environment
- Knowledge and understanding of research findings to support evidence based practice
- Well developed written and verbal communication skills
- Commitment to Treaty of Waitangi
- Committed to providing a culturally safe environment for clients and whanau
- Commitment to customer service philosophy
- Demonstrates a commitment to quality
- Flexible, adaptable and embraces change
- Professional demeanor and high level of personal integrity.