



HR47 POSITION DESCRIPTION NEERIM DISTRICT HEALTH SERVICE

Position Title: *Nurse Unit Manager – Theatre*
Program: *Theatre*
Reports to: *Chief Executive Officer/Director of Nursing*

Our Purpose

To provide high quality care in an environment in which the organisation can flourish

Our Vision

To be considered the most highly valued provider of community and individual wellbeing

Our Values

A passion and commitment for what we do

Professionalism, respect for all and a commitment to diversity and social inclusion

A commitment to quality and continuous improvement

Enthusiasm in working together for a common goal to meet the changing needs of our community

Organisational background:

Neerim District Health Service (NDHS) is a private not for profit entity owned by its members. It is incorporated under the Associations Incorporation Reform Act (2012) and is located in the township of Neerim South with a population of 1300.

NDHS has a 90-year history serving the community and there is strong community support and ownership of the organisation. NDHS has a Board of Management elected from the local community who have a strong mix of professional skills and an active interest in the community and its development.

The organisation has a mix of services including:

- 25 register residential aged care beds with full Accreditation achieved in April 2018
- 8 hospital beds
- 10 bed active day procedure theatre with a mix of public and private surgery
- Commonwealth funded Short Term Restorative Care (STRC) Packages
- NDHS is registered with the Department of Health and Human Services as a private hospital
- Provision of Meals on Wheels services

NDHS has the equivalent of 40 full time staff made up of approximately 90 full time, part time or casual staff. There is also a very active volunteer base.

Position objective:

The Nurse Unit Manager, Theatre is responsible to the Chief Executive Officer/ Director or Nursing for day to day operations of the NDHS surgical day procedure unit. This includes human resource management, continuous quality improvement, occupational health and safety, management of surgeons and anaesthetists, business development and marketing.

Operating theatre background:

The operating theatre at NDHS has provided high quality and efficient day procedure surgery for over 20 years. The theatre complex is a well resourced and spacious environment with access to contemporary resources and equipment and a well experienced and committed team.

NDHS offer a range of day procedures including cataracts, urology, plastics, dental and endoscopy. There is a combination of private, fee for service and sub-contracted public theatre lists. The organisation has recently extended its services in order to provide more complex surgery with the ability to admit patients post-operatively to the organisations 8 hospital beds.

The theatre complex also operates a Central Sterile Supply Department (CSSD) with the major role to act as a sterilisation reprocessing service to the operating theatre and some sterilisation reprocessing for external services.

NDHS is currently embracing a significant change process with the objective of increasing business opportunities particularly within the theatre complex and hospital beds.

Organisational responsibilities:

- Perform duties within the context of NDHS philosophy, values and policies and procedures
- Acknowledge and respect the diversity in the nature of our residents, patients and clients and the many aspects of their lives – physical, psychological, spiritual and social
- Work as per your contract of employment, relevant Award / Agreement and agreed roster
- Read and understand all policies and procedures including all revised policies and procedural documents
- Understand and work within the Risk / Quality Management Framework including policies, procedures, tools, templates and reports as applicable throughout the organisation
- Work within the parameters of general legislative compliance – including but not limited to OHS laws and guidelines, Fair Work Australia Act, Aged Care Act, Privacy Act, Health Records Act
- Follow the objectives of the strategic and operational plans as directed by the CEO

Position responsibilities:

- Promote a workforce culture recognising the contribution of staff through capacity building, effective delegation and shared work processes
- Undertake departmental responsibility for cost centre management including staffing, external contractors and medical consumables in collaboration with the CEO and Business Manager
- Ensure effective and efficient management of staff resources on a day to day basis by managing staffing EFT, workloads and rostering systems to achieve performance targets and efficient service delivery

- Take a lead role in ensuring the organisations compliance and preparedness to meet Australian Standards (AS4187)
- Manage designated external contracts to achieve activity performance targets.
- In collaboration with the CEO and Business Manager identify and negotiate additional business opportunities for the NDHS operating theatre
- Work collaboratively with other department managers and staff to ensure compliance with all clinical governance, regulatory compliance and quality and continuous improvement requirements including oversight of the annual audit schedule within the operating theatre
- Ensure effective management of preventative and reactive maintenance for all theatre equipment in collaboration with the Business Manager
- Manage and monitor staff compulsory professional development activities within their role at NDHS
- Collaborate with the Clinical Services Manager to ensure effective and timely access to additional education and professional development opportunities for staff
- Provide leadership responsibility within the Occupational Health & Safety framework and ensure all work place health and safety requirements are met
- Facilitate processes and structures that ensure all requirements for infection prevention and management are met within the operating theatre
- Ensure effective and efficient operation of the CSSD
- Foster and develop a team culture of collaboration and one that reflects NDHS's values
- In conjunction with the management team, develop new policies and procedures and periodically review others as required
- Participate in organisational committee's including but not limited to Management meetings, Quality and Safety and Board sub-committees where required
- Other duties consistent with the position where required and/or requested by the CEO and the NDHS Board from time to time

Performance Appraisal:

A performance review will be completed annually in collaboration with the CEO, identifying strengths, opportunities for development, annual objectives and professional development requirements.

Key Selection Criteria:

1. An APRHA Registered Nurse Division 1
2. Minimum 3 years' experience in an operating theatre and a demonstrated working knowledge of hospital accreditation systems and Australian College of Perioperative Nurses (ACORN) Standards
3. A successful and proven record in a senior leadership role within an operating theatre environment
4. Proven track record in building and maintaining effective working relationships with a range of internal and external stakeholders and the ability to influence people and lead change
5. Advanced problem solving, analytical and advisory skills
6. Strong personal ethics and a conscientious approach and empathetic to the values of NDHS
7. Highly developed verbal and written communication skills
8. Commitment to continuous quality improvement
9. Excellent time management skills and the ability to manage different demands and work priorities

Qualifications:

- Registered Nurse Division 1 – APHRA registered in Victoria
- Post graduate qualifications in operating theatre nursing
- Advanced Life Support qualifications and/or a commitment to achieving within 6 months of commencement of the position

Desirable Skills & Competencies:

- Post graduate qualifications in a relevant field
- Recent experience in an operating theatre environment

Employment conditions and obligations:

- Salary and conditions are in accordance with your individual employment agreement and the NDHS EBA
- Remuneration Packaging is available in accordance with current legislation.
- NDHS operates under an Equal Opportunity Policy and Occupational Health & Safety Policy in accordance with current legislation.
- The Nurse Unit Manager is required to participate in the Continuous Quality Improvement Program to encourage excellence of care within the organisation.
- The Nurse Unit Manager is expected to conduct her/himself with professional integrity towards all stakeholders and customers
- Under the Accident Compensation Act, it is the applicant’s duty to advise NDHS of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- Under the relevant State and Commonwealth legislation all applicants are required to undergo a National Police Check and a Statutory Declaration is required for any staff working in aged care
- The employee is required to maintain strict confidentiality with reference to all matters pertaining to patients/residents within the Health Service and externally. Failure to observe this requirement may be regarded as misconduct warranting termination and incurring liability to penalty pursuant to Section 141 of the Health Services Act 1988.
- The employee is required to take all reasonable care to ensure personal safety of others who may be affected by the acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25). The employee is required to participate in all safety programs as required by the Health Service.
- The employee is required to adhere to NDHS Code of Conduct.

Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.

Employee Name: _____ Date: _____

Signature: _____