Central Northern Adelaide Health Service
LYELL McEWIN HOSPITAL

JOB AND PERSON SPECIFICATION

Position Title: Associate Clinical Services Coordinator (Operating Theatres)

Classification Code: Registered Nurse and/or Midwife Level 2
Division: Surgery
Branch: Lyell McEwin Hospital
Section: Lyell McEwin Hospital

Type of Appointment:
- Ongoing
- Temporary
- Other Term

Job & Person Specification Approval

____________________________    ___/___/___
CE or delegate

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals:

In the course of fulfilling the role of Clinical Nurse/Midwife, the Associate Clinical Service Coordinator role provides specific support to the Nursing/Midwifery Clinical Service Coordinator role in the leadership of nurses/midwives in the unit. Associate Clinical Service Coordinator is appointed through a merit based selection process.

Summary of the broad purpose of the position:

- Responsible for providing support to the Clinical Services Coordinator in the management of the Operating Theatres, and is responsible for coordinating the unit in the absence of the Clinical Services Co-ordinator.
- Responsible for assisting the CSC in the co-ordination, provision and evaluation of clinical education.
2. **Reporting/Working Relationships** (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).

The Nurse/Midwife Associate Clinical Service Coordinator;

- Reports to the Nurse/Midwife Clinical Services Coordinators (Level 3 or 4)
- Maintains a close collaborative working relationship with all the Clinical Nurse/Midwife (Level 2).
- Maintains cooperative and productive working relationships within all members of the health care team.
- Supports and work collaboratively with less experienced members of the nursing team.

3. **Special Conditions.** (such as non-metropolitan location, travel requirements, etc)

- The appointee may be subject to a Criminal History Check prior to confirmation of appointment.
- The incumbent is required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes as attached to the back of the Job and Person Specification or as defined by the Line Manager.
- Must be prepared to attend relevant meetings and staff development/education activities as required
- Lyell McEwin Hospital is a smoke free workplace.
- Hours and conditions as per contract.
- Some out of hours work may be required.

4. **Statement of Key Outcomes and Activities** (group into major areas of responsibility/activity and list in descending order of importance - continue on next page)

4.1 Assists with the provision of professional high quality patient care within the ward/unit/service aimed at improving patient health outcomes through;

4.1.1 **Improving nursing and/or midwifery and patient care procedures and practices by**;

- Providing proficient clinical nursing/midwifery care and/or individual case management to patients/clients in the Operating Theatres;
- Assessing patients/clients needs, planning, implementing and coordinating appropriate service delivery option and communicating changes in condition and care;
- Overseeing the provision of nursing/midwifery care within a team or unit;
- Providing health education, counselling and rehabilitation programs to improve the health outcomes of individual patients/clients or groups;
- Planning and coordinating services including those of other disciplines of agencies as required to meet individual and/or group health care needs;
- Monitoring client care plans and participating in clinical auditing and/or evaluative research to ensure appropriate patient care outcomes are achieved on a daily basis;
- Demonstrating and promoting a risk minimisation approach to practice and supporting implementation and maintenance of systems to protect patients and staff;
- Integrating advanced theoretical knowledge, evidence from a range of sources and own experience to devise an achieve agreed patient care outcomes;
- Ensuring that the nursing care provided meets the required standards and is delivered in accordance with the policies and procedures of the Operating Theatres, relevant division and the hospital
- Continually updating knowledge base relevant to area of practice
- Acting as a patient advocate in health care matters
- Acting to rectify unsafe and inappropriate practice/behaviour
- Continuing to maintain professional knowledge by reference to relevant literature.
- Providing inservice/staff development activities and maintain records of attendance and content.
• Prioritising educational needs of staff and patients and implementing programs to meet those needs.
• Participating with the CSC in the evaluation of the inservice clinical education programs
• Working within and promoting a nursing model of client centred care or midwifery model of partnership and support for women’s right to self determination in life processes;

4.1.2 Contributing to the human resource management of the unit/service by;
• Acting to resolve local and/or immediate nursing care or service delivery problems;
• Supporting change management processes;
• Contributing to communication processes that effectively deal with challenging behaviours and the resolution of conflicts;

4.2 Contributes to the achievement of nursing/midwifery best practice and where relevant facilitates the development and application of relevant nursing research by;
• Working with a local nursing/midwifery leadership team to attain consistency of nursing/midwifery practice standards and local service outcomes;
• Participating in clinical teaching, overseeing learning experiences, and goal setting or students, new staff and staff with less experience;
• Acting as a resource person within an area based on knowledge, experience and skills;

4.3 Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education by:
• Managing own profession development activities and portfolio, support the development of others and contribute to learning in the work area.

4.4 Contributes to the leadership of the unit/service through undertaking an Associate Coordinator portfolio by:
• Promoting continuity and consistency of care in collaboration with other Associate Clinical Service Coordinators and the Clinical service Coordinator of the ward/unit;
• Assisting the Nursing/Midwifery Clinical Service Coordinator in ongoing communication and implementation of practice changes;
• Assisting the Nursing/Midwifery Clinical Service Coordinator to maintain and record monitoring and evaluative research activities in the ward/unit;
• Assisting the Nursing/Midwifery Clinical Service Coordinator and Nursing/Midwifery Educators to maintain a learning culture by encouraging reflection and professional development and assisting others to maintain portfolios/record of learning, and
• Assist the Nursing/Midwifery Service Coordinator, as required, in undertaking performance management processes and/or rostering and/or oversight of supplies and/or equipment.

4.5 Contribute to the health and safety of themselves, fellow employees and clients by:
• Acting in accordance with their responsibilities under the Occupational Health Safety and Welfare legislation:
• Ensuring all staff have an understanding of their responsibilities under Occupational Health, Safety and Welfare legislation:
• Ensuring staff are wearing personal protective equipment and clothing if required by the nature of the work;
• Reporting incidents, work injuries and potential work hazards;
• Developing safe working procedures
• Responding to employees concerns and enquiries on health and safety, whether they be made directly or through Health and safety representatives
• Understanding and adhering to operating policies, procedures and safety rules;

4.6 Demonstrate responsibility and commitment to Infection Control policy by using Standard Precautions strategies and actions as outlined in the Lyell McEwin Hospital Infection Control Manual
4.7 Provides transformational leadership to achieve the strategic goals of the organisation by:

- Inspiring staff towards a shared vision
- Espousing the Lyell McEwin Hospital nursing values that guide our behaviour towards each other, the decisions we make and how we provide our services;
  
  **Trust**
  - Being transparent in the way we work
  **Integrity**
  - Being true to yourself
  - Being consistent both publicly and privately
  **Respect**
  - Valuing diversity
  - applauding ideas
  - Recognition of everyone’s contribution

- Acting as a role model of expected nursing leadership behaviours;
  - Enables and empowers staff,
  - Celebrates success and recognises staff for their achievements,
  - Fair and equitable in support of staff,
  - Provides challenges to the work
  - Builds collaborative relationships with Medical staff, Allied Health and Business consultants.

- Working collaboratively with the Clinical Service Coordinator to develop and monitor the strategic and annual operating plans for the Service ensuring plans are aligned with the corporate vision and strategic direction;

- Representing the Division’s interest in Corporate activities/committees;

- Contributing to the promotion of nursing and the hospital by establishing external networks and participating in nursing and corporate promotional activities;

- Collaborating in the development and implementation of policies, objectives and criteria for standards of care across Lyell McEwin Hospital;

- Maintaining an effective communication system which fosters a patient centred, outcome focused approach;

- Acting in accordance with the profession’s Code of Conduct and Ethics;

- Accepting accountability for own actions and activities delegated to others.

Approved by Line Manager:  ________________________   ___/___/___

Acknowledged by Occupant: ________________________   ___/___/___
PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

PLEASE NOTE:
It is recommended that a Maximum of 15 criteria only (in total) be included in this section (ie the number of Essential and Desirable criteria combined should not exceed 15).

Educational/Vocational Qualifications (include only those listed in Commissioner’s Standard 2, Attachment C as an essential qualification for the specified classification group)

- Registered with the Nurses’ Board of South Australia and holds a current practicing certificate.

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- Effective communication, problem solving, conflict resolution and negotiation skills.
- Ability to prioritise workload and meet set timelines, whilst working under minimal supervision.

Experience

- Registered Nurse/Midwife with at least 3 years post registration experience or currently classified as a Clinical Nurse/Midwife.
- Demonstrated competence in Operating Theatre Nursing
- Experience in management and leadership roles.

Knowledge

- Understanding of the requirements of the Nurses Act 1999.
- Comprehensive understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains.
- Knowledge and understanding of the ANMC Code of Professional Conduct for Nurses/Midwives in Australia (2003) and the Commissioner for Public Employment of Code for Public Employees.
- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.
- Knowledge of Quality Improvement Systems as applied to a healthcare setting and experience with quality improvement.
DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications ((include only those listed in Commissioner’s Standard 2, Attachment C, as an essential qualification for the specified classification group))

- Where applicable, qualifications relevant to practice setting.
- Tertiary qualifications in nursing or management related discipline.

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- Ability to work within a team framework that fosters an environment that develops staff potential.

Experience

Knowledge

- Knowledge of contemporary professional nursing/midwifery issues.

Other Details: