
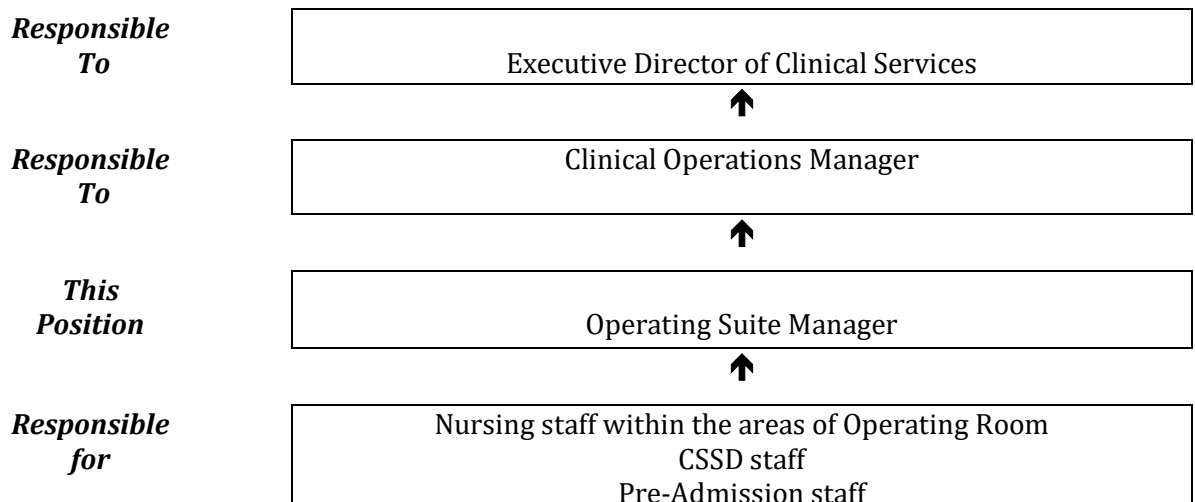


Position Description 		West Wimmera Health Service P.O. Box 231 NHILL, VICTORIA 3418 Telephone: 5391 4222 Facsimile: 5391 4228	
Position	OPERATING SUITE MANAGER		
Location	West Wimmera Health Service, Nhill	Reports to	Executive Director of Clinical Services
Award	Nurses (Victorian Health Services) Award 2016-2020	Level	According to experience and qualifications
Effective Date	2019	Next Review	2021
Position Overview	To provide the appropriate and efficient delivery of care in the theatre suite. To achieve a high quality and safe standard of patient care in line with the philosophies and objectives of the West Wimmera Health Service. Provide anaesthetic nurse assistance to the Anaesthetist as required on the roster		
Key Result Areas	<ul style="list-style-type: none"> • Provision of quality, safe and efficient care • Professional Development & Practice • Fiscal financial responsibility • Adaptable behaviours • Technical Skills • Authority • Communication 		
Liases with	Internal: All staff, other Department heads, Managers and Executive Directors External: Community, like organisations, external consultants, relevant government and non-government organisations, consumers and stakeholders		

POSITION RELATIONSHIPS:



KEY RESPONSIBILITIES:

- The delivery of high quality, safe and patient-centred care at all times
- To continuously improve service delivery through effective management of the Operating Room, CSSD and Pre-Admission.
- Effective and efficient management of all subordinate staff.
- The active contribution to the enhancement of the Service's corporate culture
- The maintenance of strong relationships with fellow employees, patients and all other relevant stakeholders

STATEMENT OF DUTIES:

Duty No	DETAILS
1.0	LEADERSHIP
1.1	Co-ordinate all services in the Operating Room, CSSD and Pre-Admission.
1.2	Develop and implement objectives for nursing services within the unit.
1.3	Assist with the planning and implementation of the Nursing and West Wimmera Health Service Quality Activity Programmes, including participation in preventative maintenance programs.
1.4	Identify and make recommendations for minor works projects relative to the area.
1.5	Develop in conjunction with the Executive Director of Clinical Services strategies for implementation of changes to service provision, reflecting external requirements/standards.
2.0	PROFESSIONAL PRACTICE
2.1	Actively participate in the delivery of direct care to patients. Ensure care is provided within the nursing resources available, according to the nurses' experience ability and which meets individual patient needs.
2.2	Ensure that relevant policies and procedures are maintained, observed, practiced and regularly reviewed.
2.3	Conduct staff conferences to identify problems, re-allocating nursing resources and altering care as appropriate.
2.4	Be responsible for the overall supervision and guidance of the day-to-day activities within the unit, including instruction in the philosophical, policy making and clinical aspect of the nursing profession in accordance with accepted and best practice nursing practice.
2.5	Engage in and encourage other staff to participate in appropriate professional activities.
3.0	PERSONNEL MANAGEMENT
3.1	Initiate and oversee the effective application and utilisation of nursing resources within the EFT allocation, roster stipulations and budget parameters.
3.2	Strengthen the personal and professional growth of staff
3.3	Observe the performance of Registered Nurses and Enrolled Nurses and conduct performance appraisals as prescribed by West Wimmera Health Service policy.
4.0	FINANCIAL MANAGEMENT
4.1	Develop and assist in the execution of strategies in conjunction with the Executive Director of Clinical Services to meet expenditure budget expectations for operating and capital purposes.
5.0	QUALITY
5.1	Ensure that all nursing documentation is completed and correct within legal and policy guidelines.
5.2	Assist with the planning and implementation of the Service's quality improvement program.
5.3	Update records and statistics in accordance with Commonwealth Department of Health and Ageing and Victorian Department of Health and Human Services guidelines.
6.0	COMMUNITY INVOLVEMENT
6.1	Promote the Service's services and ideals to the community as and when possible.
6.2	Co-operate with volunteer groups associated with the West Wimmera Health Service and other interested community groups.
6.3	Provide guidance and support to people participating in work experience programs
7.0	SAFETY AND RISK MANAGEMENT
7.1	Monitor and strive at all times to achieve 100% currency for all subordinate staff for all mandatory

	competency compliance requirements
7.2	Identify and implement measures for patient, visitor and staff safety within the unit
7.3	Ensure all subordinate staff, and visitors to the unit are appropriately aware of the West Wimmera Health Service's emergency procedures.
7.4	Maintain a level of clinical skills appropriate to direct and assist other nursing staff, and to effect nursing intervention in patient problems as required.
7.5	Ensure appropriate orientation of new personnel
7.6	Coordinate regular checking programs to ensure that equipment is in sound working order, identifying and recommending repairs and replacements as required.
7.7	Ensure that all risk mitigation strategies pertaining to clinical care identified in the WWHS Risk Register are implemented expeditiously
8.0	COMMUNICATION
8.1	Communicate directly with patients and relatives, to provide relevant information pertaining to the patients' condition, treatment and future care, encouraging their participation in the patients' care.
8.2	Disseminate information to other health care workers to facilitate a team approach to patient care.
8.3	Liaise with other departments to promote and maintain good inter-departmental working relationships.
8.4	Recognise the need for, and take action in, counselling patients, relatives, and caregivers.
8.5	Attend relevant meetings with peers and committees.
8.6	Promote good communications within the hospital and the community through the Executive Directors of Clinical Services.
9.0	Appraisal
9.1	Initial appraisal – 3 months after appointment Thereafter – 12 monthly.

SELECTION CRITERIA:**KEY SELECTION CRITERIA:**

1. Demonstrated understanding of and commitment to safe, high quality and patient-centred care.
2. Registered Nurse with current AHPRA Registration with extensive clinical including peri-operative experience.
3. Excellent interpersonal, communication and organisational skills.
4. Excellent analysis and report writing skills.
5. Excellent computer skills.
6. Demonstrated experience in relevant quality improvement principles.
7. Demonstrated experience in information management.

DESIRABLE SELECTION CRITERIA:

1. Hold or working towards a tertiary qualifications in management.
2. Post Graduate qualification in Peri-operative Nursing.

SPECIALISED EQUIPMENT OPERATED:

Biomedical Equipment

Computers

Photocopier

Facsimile

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature:

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Operating Suite Manager

Date:

Signature:

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Executive Director of Clinical Services

Date: