

Job Description

Job Title	Clinical Coordinator for Anaesthetics/PACU
Department	Surgical Services
Reports to	Manager - Peri-Operative Services Clinical Coordinator - PACU & Anaesthetics
Date	July 2013

Overall Purpose of Job

Provide exceptional patient care in an environment where quality, respect, caring, and compassion are at the centre of all that we do.

Key Responsibilities and Deliverables

- The Clinical Coordinator for Anaesthetics/PACU is accountable for the management and coordination of all Peri-Anaesthesia nursing services, inclusive of Pain Management. The appointee is accountable to the Clinical Coordinator of PACU and Anaesthetics and Manager of Peri-Operative Services, with a dual reporting structure to the COO/VP of Operations and the Director of Nursing.
- He/She will coordinate and provide effective leadership within a multidisciplinary team.
- The Clinical Coordinator for Anaesthetics/PACU will encompass a major management, clinical and educational focus within the team and will facilitate and deliver quality patient care by effective and efficient management of resources; demonstrating professional leadership and clinical expertise. He/She will advance current nursing practice in accordance with ABA guidelines.
- The Clinical Coordinator for Anaesthetics/PACU will provide leadership for nursing staff and he/she will support and direct the professional development of all nursing and ancillary staff within the department in line with current and future service demands and advances within Peri- Anaesthesia nursing.
- The Clinical Coordinator for Anaesthetics/PACU will communicate with the Pain Management Service and provide support as required. He/ She may provide cover for the Pain Management Service in the absence of the Pain Management Nurse.
- The Clinical Coordinator for Anaesthetics/PACU will manage the day to day operational departmental issues as appointed by the Clinical Coordinator of PACU and Anaesthetics.
- The Clinical Coordinator for Anaesthetics/PACU will provide support and training of staff, assist to retain competent, compassionate staff while monitoring performance standards and promoting fair labour practices.
- Help promote a work environment that demonstrates caring by accessibility of safe equipment and adequate supplies in an efficiently arranged physical setting.

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- Identifies appropriate internal controls for department; provides mechanisms to monitor and enforce compliance.
- Participates in all regulatory and mandatory survey processes within the Hospital.
- Performs related duties as required.

Working Environment

- Work environment is located in a comfortable indoor area.
- Conditions such as noise, odours, cramped workspace and/or fumes could sometimes cause discomfort.
- Moderate to extreme physical effort may be required such as walking, standing and lifting materials, equipment, objects, and/or patients.
- Occasional lifting may be heavy and awkward, over 50 lbs.
- Vision, hearing, talking, and sense of touch abilities must be adequate enough to enable one to quickly and accurately perform tasks such as: reading small print, reading from monitoring equipment, defining details, sending and receiving clear and accurate verbal communication.
- Frequent periods of concentrated or focused attention will be needed to interpret visual, auditory, and sensory inputs.
- Shift work may be required.
- Alertness and careful attention to detail will be required to avoid injury.
- May be exposed to such occupational hazards as communicable diseases, radiation, chemotherapeutic agents, and disoriented or combative patients.
- May be required to be on standby and work extended shifts in situations deemed necessary by a designated Executive Director and/or Nursing Director.

Communication and Accountability

- Utilises effective time management skills.
- Participates in department problem solving and improvement of systems.
- Adheres to Standard Precautions as appropriate.
- The use of protective barriers as appropriate.
- Handling and disposing of infectious waste appropriately.
- Hand hygiene as appropriate.

Interrelationships

- Maintains good working relationships with other departments and with physicians, patients, families and outside agencies.
- Communicates during the shift with the Clinical Coordinator for PACU and Anaesthetics, or in her absence with the Manager of Peri-Operative services and the COO and the Director of Nursing as required/appropriate.
- Demonstrates the ability to delegate tasks and responsibilities.
- Participates in ongoing consultation and collaboration with physicians and other care providers to maximize patient outcomes and unit specific goals.
- Participates in unit-based and interdepartmental QI activities.
- Demonstrates willingness to assist co-workers whenever needed.

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Other Duties and Responsibilities

- Utilises effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness.
- Attends 75% of unit staff meetings, reads email and other postings.
- Attends all required in-services and mandatory educational classes as needed.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate.
- Wears Identification badge when working.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Be State Registered and on the live Register of An Bord Altranais.
Experience	<ul style="list-style-type: none"> • Minimum of 5 years post registration experience in an acute hospital setting, 3 of which must be in the specialty. • Have completed a degree or postgraduate nursing course (Peri-Anaesthesia/ Peri-Operative/Critical Care Nursing) or equivalent. • A management course is desirable. • Be able to demonstrate leadership and organizational skills and practical experience of teaching in the clinical area. • Demonstrate the practice of teaching and assessing in the clinical area. • Have proven clinical and professional managerial ability and communication skills.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> • Demonstrate effective leadership and management capability through delivery of efficiency within all specialist services in the theatre department and within the Division of Anaesthesia/Post-Anaesthesia Care Unit. • Actively strive to develop multidisciplinary communication, collaboration and team work across the department and within the relevant healthcare environment. • Direct and be accountable for the nursing care of patients in the Peri-operative/Peri-Anaesthesia environment and relevant healthcare settings. • Provide a high level of professional and clinical leadership built on evidence based practice and ensure the department/service strives to attain high standards. • Develop and participate in quality improvement programmes aimed at the development and monitoring of nursing standards. • Ensure the principles and practices of Risk Management are adhered to in the Peri-Anaesthesia environment and relevant healthcare setting. • Ensure the availability and maintenance of equipment necessary for the delivery of optimum standards of patient care within PACU and Anaesthetics. • Maintain a safe environment within the department for both staff and patients; ensure that all staff and patients conform to Health and Safety Regulations. • Promotes staff equality and a positive industrial relations environment. • Ensure systems are in place to deal with any emergency within the department. • Implement current international hospital and theatre policy in line with the Peri-Operative Services. • Maintain and ensure that accurate theatre records and statistics are kept and communicate information on nursing activity and related matters to senior nurse managers. • Plan and lead change management initiatives within PACU and Anaesthetics. • Organise and attend meetings as required. Participate in the development and implementation of national and hospital information technology strategies. • Participate in Service planning and effective and efficient management of all resources and participate in the implementation and evaluation of service plans with the multidisciplinary team. • Plan duty rosters suitable to service needs.

	<ul style="list-style-type: none"> • Ensure the requirements of An Bord Altranais for the practice of professional nursing are met and upheld. • Provide a quality learning environment for the nursing staff in the Peri-Anaesthesia Services. • Participate in ongoing education, training and development programmes in line with International standards of best practice for Peri-operative/Peri-Anaesthesia nursing practice development. • Organise and deliver formal and informal education sessions with all nursing staff. • Participate in the management process necessary for staff with additional needs of failing to perform to the required standard in the Peri-operative/Peri-Anaesthesia environment. • Ensure ongoing assessment, planning, delivery and evaluation of standards of clinical practice and promote clinical audit within the Peri-Anaesthesia Services. • Ensure mandatory study days are attended and that there is a proactive approach to mentorship within the department. Assist in implementing staff development programmes necessary for service delivery. • Participate in research, audit and evaluation and present findings to the relevant personnel. Encourage and support staff to participate in same.
Personal competencies	<ul style="list-style-type: none"> • Maintain professional updates to ensure the provision of quality service to patients and other users of the healthcare facilities. • Identify own professional development needs in liaison with the Manager of Peri-Operative Services and Director of Nursing. • Seek out educational programmes which will enhance and develop professional and clinical expertise. • Have a commitment to professional organizations relating to Peri-operative/Peri-Anaesthesia/Pain Management nursing in order to maintain up-to-date with new developments nationally and internationally. • Carry out any other appropriate duties as designed by the Clinical Coordinator for PACU and Anaesthetics, Manager of Peri-Operative Services and/or Director of Nursing. • Hours of duty are 37.5 hour per week.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____
 Signature Date