

Job Description

Job Title	Peri-Operative Nurse Manager (Fixed Term Contract)
Department	Operating Theatres, PACU and Anaesthesia Service lines, Peri-operative Educator and Interventional Radiology
Reports to	Director of Nursing/ADON
Date	November 2014

Overall Purpose of Job

To provide exceptional care for the patient in the peri-operative environment where quality, respect, caring and compassion are at the centre of what we do.

The Peri-Operative Nurse Manager is accountable in an oversight capacity for the effective delivery of competent, compassionate, and efficient care for the peri-operative patient, undergoing anaesthesia, surgery and/or procedures, and Phase 1 Recovery. His/her role includes clinical practice supervision and guidance, human resources management, including staffing and evaluations, financial planning and budget management.

Key Responsibilities and Deliverables

- Provide leadership and direction for the staff in the Peri-operative arena while supporting and actualising the goals of the department, division, service and that of Beacon Hospital.
- Ensure the effective delivery of competent, compassionate, and efficient care consistent with Hospital Nursing Policies by monitoring and evaluating patient care processes in the Peri-operative environment, acting in the role of patient advocate delivering the overall goals of the department, through leadership, mentorship and guidance.
- Assist with recruitment and retention of competent staff while monitoring performance standards and promoting fair labour practices.
- Promote a work environment that demonstrates robustness about safe equipment having regular meetings with medical engineering and adequate supplies in an efficiently arranged physical setting.
- Operationalise and participate in continuous quality improvement and risk management programs at the department level in a collaborative manner with multi-disciplinary colleagues.

- Monitor fiscal budget to help oversee operational and capital expenditures while monitoring and adjusting staffing patterns to improve unit productivity.
- Identify and use appropriate communication tools, to coordinate processes within the operating rooms, supporting anaesthetists, surgeons, registrars, and medical students, nursing, nursing students, healthcare assistants, and secretarial clerks.
- Liaise with Bed manager and scheduling to coordinate theatre flow and activities.
- Ensure timely and appropriate reporting of incidents and complaints using the hospital QIC process and complaints tracking forms.
- Provide a mechanism to monitor and enforce regulatory mandates and compliance.
- Participate in all survey preparation processes national and International.

Policy development and implementation

- Interface with consultants on a regular basis maintaining professional relationships and acting as a liaison between all levels of staffing and hospital intra-structures.
- Interact with peers and colleagues and participate in meetings to ensure that staff are advised of ongoing changes, requirements and preparation.
- Oversight for all education within the Peri-Operative arena, including annual mandatory, in-services, on-demand training, and determining how to manage staff education whilst running a busy department, and observing budgetary requirements.
- Perform 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, patient positioning, equipment, objects, and patients.
- 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.
- 24 hour call responsibility.

- 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

- Utilise effective time management skills.
- Strong computer skills, acting as a resource for the Meditech system.
- Report generation, stats maintenance for local and corporate reporting.
- Participate in department problem solving and improvement of systems.
- Adhere to Standard Precautions as appropriate.
- The use of protective barriers as appropriate.
- Handling and disposing of infectious waste appropriately.
- Hand hygiene as appropriate.
- Adherence to AORN and EU standards for Peri-Operative nursing care.
- Conduct monthly staff meeting with anaesthesia, operating room and HCA staff in department, records minutes.
- Counsel and offer collegial support for staff members.

Interrelationships

- Maintain good working relationships with other department heads and managers.
- Maintain strong professional relationships with physicians, patients, families and outside agencies.
- Communicate during the shift with the director, Director of Nursing /ADON, Nurse Supervisor regarding issues, problems and concerns
- Demonstrate the ability to delegate tasks and responsibilities while maintaining a leadership and mentoring environment.
- Participate in ongoing consultation and collaboration with physicians and other care providers to maximise patient outcomes and unit specific goals.
- Participate in unit-based and interdepartmental QI activities.
- Demonstrate willingness to assist co-workers whenever needed.

- Participate in Infection Control committees, Surgical Services Committee, Nurse Managers Committee, Quality and Risk and any other meeting as needed.

Other Duties and Responsibilities

- Utilise effective time management skills.
- Maintain professional appearance and dress code.
- Comply with guidelines for absence or tardiness.
- Attend all required in-services.
- 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.
- Wear Identification badge when working.

Person Specification

Qualifications	<ul style="list-style-type: none"> ▪ Nursing & Midwife Board of Ireland Registered General Nurse licence in good standing.
Experience	<ul style="list-style-type: none"> ▪ Minimum of five years' clinical experience plus a minimum of two years of progressive management experience required. ▪ The employee, must speak, read and write grammatically correct English. ▪ Candidates must possess teaching abilities, leadership qualities, professional judgment, critical thinking and problem solving abilities, and a sense of professional development. ▪ Must demonstrate multi-tasking ability.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> ▪ Patient Care Interaction ▪ When applicable, employees must be able to adjust the essential functions they perform appropriately to the age of their patient. ▪ Must demonstrate the ability to alter care and patient/family education based on the age or developmental level of the patient with employees. ▪ Employee must demonstrate knowledge of the principles of growth and development and the knowledge and skills necessary to provide for the primary population of patients served in the department. ▪ Employ both AORN and EU standards for Peri-operative standards of patient care and safety. ▪ Understand and teach Aseptic technique, Sterile Technique. ▪ Documentation through the reporting mechanism.
Personal Competencies	<ul style="list-style-type: none"> ▪ All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.

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

Name (Block Capitals)