

Job Description

Job Title	Peri-Operative Nurse Manager (6 month contract)
Department	Operating Theatres, PACU and Anaesthesia Service lines, Peri-operative Educator and Interventional Radiology
Reports to	Chief Operations Officer/VP Operations Director of Nursing/VP Patient Care services
Date	November 2013

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 anesthesia, surgery and procedures, and Phase 1 Recovery. The role includes clinical practice supervision and guidance, human resources management, including staffing and evaluations, financial planning and budget management.

Key Responsibilities and Deliverables

- Provides 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 UPMC Beacon Hospital.
- Ensures the effective delivery of competent, compassionate, and efficient care by monitoring and evaluating patient care processes in the Peri-operative environment, acting in the role of patient advocate, supervising the overall goals of the department, through leadership, mentorship and guidance.
- Recruits and retains competent, compassionate staff while monitoring performance standards and promoting fair labour practices.
- Promotes a work environment that demonstrates caring by accessibility of safe equipment and adequate supplies in an efficiently arranged physical setting.
- Operationalises and participates in continuous quality improvement and risk management programs at the department level in a collaborative manner with multi-disciplinary colleagues.
- Monitors fiscal budget to control operational and capital expenditures while monitoring and adjusting staffing patterns to improve unit productivity.
- Identifies appropriate communication, and coordination for ensure smooth processes within the operating rooms, supporting anaesthetists, surgeons, registrars, and medical students, nursing, nursing students, healthcare assistants, and secretarial clerks.
- Provides a mechanism to monitor and enforce regulatory mandates and compliance.
- Participate in all survey preparation processes national and International.

Policy development and implementation

- Interfaces with consultants on a regular basis maintaining professional relationships and acting as a liaison between all levels of staffing and hospital intra-structures.
- Interacting with peers and colleagues and participating 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, inservices, on-demand training, and determining how to manage staff education whilst running a busy department, and observing budgetary requirements.

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- Performs related duties as required.

Working Environment

- Work environment is located in a comfortable indoor area.
- Conditions such as noise, odours, cramped workspace and 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 Nursing Director.

Communication and Accountability

- Utilises effective time management skills.
- Strong computer skills, acting as a resource for the Meditech system.
- Report generation, stats maintenance for local and corporate reporting.
- 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.
- Adherence to AORN and EU standards for Peri-Operative nursing care.
- Conducts monthly staff meeting with anaesthesia, operating room and HCA staff in department, records minutes.
- Counsels and offers collegial support for staff members.

Interrelationships

- Maintains good working relationships with other department heads and managers.
- Maintains strong professional relationships with physicians, patients, families and outside agencies.
- Communicates during the shift with the Nurse Supervisor and COO and Director of Nursing regarding issues, problems, concerns
- Demonstrates the ability to delegate tasks and responsibilities while maintaining a leadership and mentoring environment.
- Participates in ongoing consultation and collaboration with physicians and other care providers to maximise patient outcomes and unit specific goals.
- Participates in unit-based and interdepartmental QI activities.
- Demonstrates willingness to assist co-workers whenever needed.
- Participates in Infection Control committees, Surgical Services Committee, Nurse Managers Committee, Quality and Risk and any other meeting as needed.

Other Duties and Responsibilities

- Utilises effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness.
- Attends 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.
- Wears Identification badge when working.

Person Specification

Qualifications	<ul style="list-style-type: none"> An Bord Altranais 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	<p>Patient Care Interaction</p> <ul style="list-style-type: none"> 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 UPMC 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)