

Job Description

Job Title	Theatre Nurse Manager
Department	Surgical Services
Reports to	ADON – Surgical Services
Date	December 2014

Overall Purpose of Job

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

The Theatre Nurse Manager is accountable in an oversight capacity for the effective delivery of competent, compassionate, and efficient care for the patient, undergoing anesthesia, 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. The successful candidate will be rostered on a five day a week basis.

Key Responsibilities and Deliverables

- Provides leadership and direction for the staff in the surgical services arena while supporting and delivering the goals of the department, division, service and that of Beacon Hospital.
- Ensures the effective delivery of competent, compassionate, and efficient care by monitoring and evaluating patient care processes. Acts in the role of patient advocate, supervising the overall goals of the department, through leadership, mentorship and guidance.
- 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 to ensure smooth processes within the operating rooms.
- Provides a mechanism to monitor and enforce regulatory mandates and compliance.

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 management.

- 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 surgical services arena.

Communication and Accountability

- Ability to generate and interpret reports for local and corporate reporting.
- Participates in department problem solving and improvement of systems.
- Ensures staff compliance with hospital policies.
- Ensures adherence to professional standards for nursing care.
- Conducts weekly staff meetings with all reporting departments.
- May be required to be on standby and work extended shifts in situations deemed necessary by the ADON or Director of Nursing.

Interrelationships

- Maintains good working relationships with other departments heads and managers.
- Maintains strong professional relationships with physicians, patients, families and outside agencies.
- Communicates appropriately during shifts with the Nurse Supervisor, ADON and Director of Nursing.
- 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 all relevant committees.

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.

Person Specification

Qualifications	<ul style="list-style-type: none"> NMBI 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. 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>Competencies specific to the role of Theatre Nurse Manager</p> <ul style="list-style-type: none"> Assessment Planning Leadership Evaluation Clinical Skills Education Communication Coordination of Care
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)