

JOB DESCRIPTION

Theatre Nurse

Purpose of the Job

Provide exceptional nursing care and support to patients and their whānau before, during, and after surgical day stay procedures in partnership with our multidisciplinary team to promote optimal patient outcomes.

Reports to: General Manager, Tasman Day Surgery

Key Responsibilities

Clinical Excellence

- Provide high quality nursing care and safe clinical practice to patients undergoing day stay procedures in accordance with legal, ethical, cultural safety and professional standards.
- Provide professional empathetic care to patients, explain procedures to them, and provide support and reassurance.
- Perform pre-procedure assessments, coordinate nursing care, formulate patient care plans, and evaluate outcomes.
- Prepare the procedure room ensuring the correct supplies, medication, equipment, and instruments are set up and prepared for use and all equipment is in a clean and safe condition.
- Ensure all monitoring equipment is fully calibrated prior to use.
- Troubleshoot equipment problems, clearly complete appropriate documentation, and raise any equipment faults with the General Manager.
- Assist the Anaesthetist and Surgeon and undertake procedures and skills in a competent and safe way.
- Recognise recurring patterns related to patient assessment, monitoring and patient responses; demonstrate ability to problem solve based on the data gathered and refer appropriately to changes in the patient's status.
- Perform proper aseptic techniques, isolation procedures, and infection control measures.
- Provide IV cannulation and venepuncture as required.
- Administer interventions, treatments and medications within legislation, codes and scope of practice, and according to authorised prescription and our established policy and guidelines.
- Adhere to health and safety protocols relating to safe administration and disposal of drugs.
- Accurately record information in a timely manner.
- Undertake correct post-procedure disinfection processes, care and handling of equipment, ensuring all used equipment is disposed of, decontaminated or sterilized as appropriate, and all areas are cleaned.
- Perform admission, recovery, discharge and transfer functions; coordinate with ancillary and support services as required.

- Provide post-procedure information and instruction to patients, their whānau and/or support person.
- Recognise and respond appropriately to emergency situations.
- Utilise nursing interventions to reduce risks and complications.
- Report any adverse incidents or complaints.
- Maintain a flexible approach to situations and demonstrate the ability to address multiple priorities.
- Monitor consumables and ensure appropriate stock levels are maintained.
- Provide back up support for the Theatre Sterilising Unit as required, including scope cleaning and micro-testing.

Teamwork & Patient Care

- Work positively, sensitively, constructively and in culturally appropriate ways with all patients, colleagues and specialists to secure positive outcomes and maintain collaborative relationships.
- Be open, approachable, and responsive to others needs.
- Exchange information with appropriate personnel to ensure the highest standard of patient care.
- Assist patients and their family / whānau to understand the plan of care and provide emotional and written information support to ensure informed choices.
- Work within professional and ethical guidelines for practice including Code of Health and Disability Service Consumers' Rights, clinical protocols, policies and procedures.
- Demonstrate understanding of the principles of the Treaty of Waitangi and apply the principles of partnership, protection and participation in everyday practice.

Accountability & Personal Responsibility

- Identify and escalate clinical systems and processes that require improvement.
- Maintain knowledge of current best practice guidelines within area of practice.
- Assist with the development of the team's knowledge and skills by contributing to the ongoing teaching and learning opportunities and sharing knowledge.
- Demonstrate individual responsibility for professional development and for meeting all the mandatory requirements of the professional body.
- Identify own level of competence and seeks assistance, knowledge, and direction as necessary.
- Engage in continuous learning to improve own qualifications and practice.
- Actively contributes to own personal development plan and annual appraisal.
- Participates in projects or performs other duties as reasonably required to support our success.
- Model our values and adhere to our policies and procedures.

Health & Safety

- Promote a safe and healthy work environment by taking personal responsibility for your own health, safety and well-being and supporting others to do likewise.
- Contribute to a safe environment for everyone; adhere to the Health & Safety at Work Act 2015 and our Health and Safety policies and procedures.
- Report and document any incident, near miss and hazard in a timely way and assist in the management of these.
- Take responsibility and action when activities or situations compromise safety and/or well-being.
- Understand emergency procedures and plans and lines of communication to maximise effectiveness in a crisis situation.

Quality Improvement & Risk Management

- Actively participate in and contribute to continuous quality improvement and risk management activities.
- Contribute to the development, review and maintenance of appropriate policies, procedures and guideline documentation, in conjunction with the wider team.
- Comply with quality focused nursing protocols to ensure care standards are articulated, supported, achieved, documented, and audited.
- Recognise and manage risks to provide care that best meets the needs and interests of our patients.
- Maintain awareness of emerging patient needs, new procedures and technologies and promote solutions to safely care for patients.

Privacy

- Adhere to the Privacy Act 2020 and Health Information Privacy Code 2020, and subsequent amendments in regard to the non-disclosure of information
- Maintain strict confidentiality in respect to our business, operations, employees, and patients.

Key Skills / Requirements

Clinical Skills

- Contemporary nursing knowledge and skills with the ability to provide exceptional patient care and perform a variety of procedures and interventions.
- Demonstrated relevant clinical nursing experience preferably in a medical/surgical, acute care or orthopaedic environment.
- Good general knowledge of the patient preparations, day stay procedures and techniques, symptoms and complications of surgery, and consequent nursing interventions to reduce risks and complications.
- Sound knowledge and understanding of anaesthesia and conscious sedation including proper positioning techniques and pharmaceutical and sedating agents' effects and actions.
- Knowledge of fluid and electrolyte balances.
- Demonstrated understanding of the Health & Disability Code of Consumer Rights.
- Demonstrated knowledge of Nursing Council of New Zealand key documents including Code of Conduct and Scope of Practice for Nurses.
- A sound knowledge of emergency procedures with the ability to administer cardiopulmonary resuscitation (CPR).

Personal Attributes

- A positive, enthusiastic, and friendly team player with the ability to work autonomously.
- A flexible and adaptable manner with a can-do attitude.
- A strong customer service focus with a patient centric approach.
- Calm and responsive, with the ability to empathise with and treat patients, whānau and colleagues with dignity and respect.
- Excellent communication skills, with the ability to present clinical information to patients in a way they understand.
- Ability and willingness to learn new skills and procedures and work effectively in a multi-disciplinary team environment.
- Takes initiative and embraces change.
- A high standard of personal and professional integrity.
- A demonstrated commitment to quality and continuous improvement.
- Ability to maintain composure when working under pressure.

- Excellent planning, organisational, and time management skills.
- Effective report writing skills.
- Good general computer skills.
- Excellent professional presentation and manner.
- Commitment to ongoing professional and skill development with a willingness to share knowledge and skills.
- An understanding and commitment to the principles of cultural sensitivity and safety.
- Responsible and accountable for actions; actively seeks feedback and is open and receptive to it.
- Good general level of fitness to cope with the physical nature of the role including long periods of standing, walking, and lifting and moving people and equipment.

Qualifications

- Registered Nurse with a current Annual Practising Certificate.
- Maintain current CPR, IV, cannulation and venepuncture competency.
- A full New Zealand driving licence.

Vaccination Requirements

Tasman Day Surgery is a fully vaccinated place of employment; the job holder would also be expected to be vaccinated.

Key Relationships

Internal

Manager
Nursing and ancillary staff
Anaesthetic technicians
Support staff

External

Patients, their whānau and support person
Surgeons, Anaesthetists, Consultants
Allied Health Professionals
Suppliers

Agreement

Employee Name & Signature

Date

General Manager Name & Signature

Date

Note, from time to time this job description may be reviewed and updated with the employee in response to the changing nature of the work environment.