

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Perioperative Services Manager</b>
<b>Position Code:</b>	<b>254311</b>
<b>Department:</b>	<b>Perioperative Services</b>
<b>Reporting To:</b>	<b>Director of Clinical Services</b>
<b>Terms:</b>	<b>Permanent, Full time</b>
<b>Remuneration:</b>	<b>As per Wyvern Private Hospital Employment Contract</b>

### 1. POSITION SUMMARY

The Perioperative Services Manager is responsible for the overall effective management of the Operating Suite (Including Cardiac Cath Lab), Anaesthetic/Recovery Unit, Day Surgery Unit, and the Central Sterilising Services Department (CSSD). This includes planning, facilitating, and evaluating perioperative services for the care of patients across the hospital. This position will provide leadership, mentorship, and support in the achievement of excellence in clinical practice. The Perioperative Services Manager will promote a culture that embraces teamwork, best practise and identifies, evaluates, and implements appropriate emerging trends in perioperative practice. The Perioperative Services Manager will be involved in the provision of the strategic and operational direction of the perioperative service. This is achieved by working together with the executive team of Wyvern Private Hospital.

### 2. KEY ACCOUNTABILITIES

#### **Strategic and Operational Planning:**

- Initiate business plan proposals for the consideration of new projects relevant to the Perioperative Service.
- Perform detailed analysis of service activity and resource utilisation to assist capacity planning for future service provision.
- Collaborate with other health professionals within the organisation and external to the organisation in developing, monitoring, and reporting key clinical indicators.
- Work with your team and other health professionals to continuously improve and identify new innovative processes.
- Work with the surgical stream teams to develop appropriate reports to understand and improve patient outcomes.

#### **Leadership and Management:**

- Act as a role model within and external to the organisation by providing professional leadership and upholding the values of Wyvern Private Hospital.
- Provide mentorship and support for the professional development of the nursing staff within the perioperative service.
- Promote and maintain a positive work culture and foster teamwork and continuous improvement in practice.
- Facilitate open communication with all staff and consumers of perioperative services at Wyvern Private Hospital.
- Provide leadership in the development and evaluation of models of care for patients requiring surgical and/or interventional procedures.
- Provide effective, efficient coordination of perioperative services for patients throughout the hospital across the continuum of care.
- Participate in and lead relevant committees, nursing bodies and organisational activities, and provide relevant feedback to perioperative staff.

**Information Technology:**

- Promote a culture of change within the perioperative service to advance the use of information technology in nursing practice.
- Use information technology effectively to monitor ongoing resource utilisation within the perioperative service

**Clinical Practice:**

- Manage the clinical processes within the service to achieve and maintain optimal levels of efficiency in clinical practice
- Oversee the Nursing Clinical Nurse Consultants and Nurse Unit Managers to ensure that the perioperative staffing, skill mix and clinical practice guidelines meets the needs of the patients accessing perioperative services.
- Promote an environment of evidence based clinical nursing care.
- Ensure a culture of patient advocacy in the provision of care.
- In partnership with the Education Team, ensure the development and implementation of appropriate education programs in conjunction with the senior nursing staff of perioperative services
- Promote and facilitate an environment where nursing research can be undertaken in perioperative services.
- Facilitate collaboration with tertiary and other professional bodies to address the education needs for perioperative staff.
- Ensure nurses and ancillary staff have the opportunity for feedback and debriefing following critical incidents in the clinical setting.
- Coordinate the capital equipment list and collaborate with stakeholders in the prioritisation and negotiation for equipment.

**Operational Resources:**

- Provide leadership in the strategic development and maintenance of the operational resources to support and enhance patient care
- Liaise effectively with relevant members of the Finance/Business and Human Resource Departments in matters relating to unit budget, activity levels and service planning, patient care and staff support
- Consult with the Executive to develop service-based budgets
- Responsible for the overall management of resources within the Perioperative Services.
- Monitor and report budget outcomes and develop corrective action to manage variances.
- Manage and monitor Employee Related Expenses (ERE) budget within allocated KPI's
- Manage Agency and Overtime within the allocated KPI's

**Quality Management:**

- Develop and maintain a culture of continuous improvement
- Develop and maintain a collaborative team approach to quality improvement
- Actively promote and participate in quality improvement and evidence-based research projects at departmental level and within the wider hospital environment
- Manage critical incidents which occur across the Perioperative Service
- Identify sentinel events which have an adverse effect on patient outcome and use the quality cycle to initiate practice improvements
- Promote quality activities and coordinate quality improvement projects within the department
- Develop key performance indicators that provide outcome measures
- Include consumers in the evaluation and planning of services

**Human Resource Management:**

- Liaise with Clinical Nurse Consultants and Floor Coordinators to maintain performance management systems at unit level and provide ongoing feedback to staff on performance outcomes
- Address performance management issues in collaboration with Human Resources
- Demonstrate a thorough understanding of the industrial award as it applies to staff entitlements, working conditions and rosters
- Provide counselling and support to staff within the service as required and direct them to relevant support services, as appropriate

- Work with the Clinical Nurse Consultants and Nurse Unit Managers to assist in the assessment and development of staff, the implementation and review of Induction and Education Programs, and Performance Reviews to meet individual needs and achieve organisational goals,
- Work with the Clinical Nurse Consultants and Nurse Unit Managers in the recruitment and retention of nursing staff and implementation of strategies to promote same.

#### **Workplace Health and Safety**

- Comply with relevant Workplace Health & Safety regulations

### 3. KEY STAKEHOLDERS/CONTACTS

- Doctors
- Clinical Nurse Consultants and Nurse Unit Managers, Clinical Nurse Educators and Nurses
- Executive Team
- Patients and families
- Clinical Governance Department
- Risk & Compliance
- Infection Control
- Human Resources Department

### 4. SKILLS, ATTRIBUTES & COMPETENCIES

#### 4.1 Essential

- Current registration with Australian Health Practitioner Regulation Agency as a Registered Nurse, div 1 (AHPRA)
- 3-5 years' experience in Perioperative Management
- Tertiary management qualification relevant to the position or working toward
- Proven high level communication, interpersonal and organisational skills
- Ability to adopt a strategic overview whilst managing complex, challenging, and demanding daily operational issues

#### 4.2 Desirable

- Demonstrated leadership and management skills with ability to take initiative in resolving complex issues and problems.
- Strong stakeholder management skills, ensuring that multiple people with different agendas are working efficiently to the same end.
- Ability to develop, implement, operationalise, and review strategy.
- Knowledge of contemporary nursing and health care trends, issues, and directions.
- Evidence of professional development commensurate with the level of autonomy and authority expected of the position.
- Demonstrate and lead others in the delivery of good nursing care and customer service.
- Demonstrate a commitment to quality improvement, take an active role in the NSQHS standards and a willingness to initiate and contribute to quality activities.
- Manage and contribute to occupational health and safety activities to ensure a safe work environment for clients, community, staff, and visitors.
- Complies with obligations under the Workplace Health and Safety Act (2011).
- Ability to foster positive working relationships.
- Demonstrated ability to deal with a range of issues concurrently.
- Ability to identify and analyse options and make informed decisions.
- Highly developed clinical leadership skills.
- Highly developed negotiation and conflict resolution skills.

## 5. THE VALUES OF WYVERN HEALTH

The foundation stone of the Wyvern Health approach is adherence to our core values at every patient interaction and with every interaction with our work colleagues, customers and the community within which we operate.

These values of respect, honesty, integrity, fairness, professionalism, and accountability underpin all Wyvern Health activity and ensure confidence in Wyvern Health's services and business and will ensure that we provide 'Care without Compromise' as well as create an environment in which everyone can flourish. Every staff member, without exception, is expected to conduct themselves in a manner consistent with these values.

<b>Name of Authorising Person:</b>	<b>Anne Scott</b>
<b>Role Authority:</b>	<b>Director of Clinical Services</b>
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