

Position Description

Position title:	Registered General Nurse or Enrolled Nurse
Division:	Nursing – Procedural Areas
Work Area:	Theatre Suite
Reports To:	Clinical Manager/s
Employment Type:	Permanent Part (0.8 minimum) / Full Time Year 1 Monday to Friday early or late shift Year 2 and ongoing: Monday to Friday with "on call" duties & weekend standby shifts

Role Purpose

As a highly valued member of the team, you will be part of a group of professionals who take pride in providing the highest levels of patient care. Our team is supportive, approachable, and patient focused, and provides excellent training and development opportunities.

Key Duties and Responsibilities

- Responsible for undertaking nursing activities within the Theatre Suite in a safe, competent and professional manner.
- Utilises the NMBA Registered Nurse Standards for Practice, Code of Conduct and Code of Ethics as the frame of reference for practice as a professional Registered General Nurse.
- Complies with and practices within hospital policies, including those relating to Infection Control, Work Health and Safety and Equal Employment Opportunity.
- Assumes responsibility for allocated daily theatre work, has the authority to make and is held accountable for clinical nursing care decisions specific to theatre.
- Assumes the role of Team Leader or shift coordinator as required.
- Successfully completes an annual mandatory education program, which includes among other topics, medication safety, basic life support (CPR), emergency procedures training and manual handling update.
- Demonstrates a commitment to customer service and teamwork.
- Relieves the Clinical Nurse as required.
- Actively participates in:
 - Identifying and solving problems
 - Development of policies and procedures
 - Supervision and teaching of nursing and other theatre personnel as required.
 - Performance Improvement projects
- Any other relevant duties as required by the Director Nursing and Clinical Services

Clinical Practice

- Undertakes theatre nursing care activities as allocated and is responsible for the safe effective delivery of individualised perioperative care including:
 - Checking for patient allergies
 - Ensuring safe administration of therapeutic substances

- Planning for, providing and positioning appropriate surgical and anaesthetic equipment, instruments and anaesthetic drugs in a safe and effective manner
- Giving clear direction to circulating and anaesthetic nurses
- Initiating physiological monitoring
- Safely positioning the patient with due recognition of pre-existing conditions
- Anticipating the patient's comfort needs and ensuring adequate pain relief.
- Adheres to all Hospital and Theatre Suite policies and procedures which includes but is not restricted to: consent; count; specimen handling; patient supervision, identification and monitoring; documentation and recording of operating room procedures.
- Accurately completes Theatre ledgers including documentation of rechargeable items.
- Verifies the side and site of the operative procedure.
- Anticipates, plans and provides for routine procedures as well as unexpected events occurring during a procedure.
- Acts as a patient advocate.
- Maintains patient's privacy and confidentiality.
- Assists the anaesthetist during induction of anaesthesia and as required throughout the surgical procedure. Remains with or ensures a nurse is with the patient before and after anaesthesia. Remains with the patient during local and regional anaesthesia.
- Attends to the patient's need for emotional support.
- When acting as a Team Leader / shift coordinator, co-ordinates the team involved in patient care, discusses daily lists and list changes with team members, prioritises the work load and responds to any alterations to the theatre schedule.
- Actively monitors and controls room temperature, humidity, laser and gas pollutants, noise levels and traffic flow in the Theatre Suite. Closes doors accordingly.

Infection Control Activities

- Complies with the Infection Control policies and procedures and utilises aseptic technique. Follows the theatre dress code.
- Has a working knowledge of, follows and teaches correct cleaning procedures for, sterilising practices, packaging of equipment for sterilisation, storing / handling of sterile supplies / equipment and use of culture tests and sterility indicators.
- Correctly disposes of contaminated material and undertakes environmental decontamination.
- Demonstrates an understanding of and practices standard precautions and wears personal protective equipment correctly.
- Adheres to environmental controls and procedures that minimise transmission of micro-organisms in the perioperative environment.
- Practices safe handling of sharps and body fluids. Implements corrective action when biohazards are identified.

Equipment, Consumables and Human Resources

- Prevents waste of material resources by:
 - checking all equipment according to recommendations prior to use to ensure correct function.
 - appropriately reporting and/or taking corrective action for faulty equipment.
- Is cognisant of the Theatre Suite budget and conserves resources and materials whenever possible (recognises and practises the recommended and cost-effective usage of consumables and equipment).
- Assists in monitoring and maintaining the equipment inventory and an adequate supply of consumables. Participates in the theatre stock management system.
- Assists in determining the need for new, additional or replacement equipment. Assists with the conduct of equipment trials.

- Assists with maintaining accurate (including updates) doctors' preference cards.
- Documents all requests from surgeons for equipment and consumables. Discusses these with the specialty Clinical Nurse. At the direction of the Clinical Nurse, assists in the selection, data collection and submission preparation for equipment and consumables being viewed for purchase.
- Supports the Clinical Manager and Clinical Nurses to achieve effective and efficient utilisation of staff, e.g. lunch relief, staff re-allocation and rostering.
- In collaboration with Clinical Manager and Clinical Nurse of specialty is responsible for identifying suitable annual leave relief for all regular lists. Ensures surgeons' preference cards are updated prior to annual leave and shares and imparts knowledge relevant to particular lists / surgeons to relief personnel.
- Works efficiently and effectively within the surgical team.

Experience, Skills and Knowledge

- Possesses a working knowledge of the Nursing & Midwifery Board of Australia (NMBA) Registered Nurse Standards for Practice, Codes of Ethics and Professional Conduct.

Demonstrates:

- Knowledge and competence in perioperative nursing
- Effective interpersonal, communication and problem-solving skills
- Active involvement in professional development activities
- Ability to work within a team environment.

Desirable:

- Post basic qualification in perioperative nursing

Qualifications / Licenses / Memberships

- Registered as a Nurse with the Australian Health Practitioner Regulation Agency.
- Maintain a current Working with Children Check.

Hospital Expectations

All employees at St Andrew's Hospital are responsible for understanding their responsibilities as set out in the Hospital's Code of Conduct. All employees are expected to:

- contribute to the efficient and effective functioning of their team/work area to meet the Hospital's objectives. This includes demonstrating appropriate, professional workplace behaviours, helping other team members, as required, and undertaking other key responsibilities or activities as directed by management;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the Hospital's policies, as amended from time to time.

Workplace Health & Safety

We value the health and safety of our workforce and the connection this has to the provision of high quality, safe patient care, and a happy, productive workplace for all. We require all employees to

contribute to a safe and health workplace by taking reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. This includes:

1. Undertaking a risk-based approach to their work on a day to day basis, assessing each situation or task prior to commencement, to ensure it can be done as safely as possible
2. Complying with safe work practices and instructions given for their own safety and health and that of others.
3. Co-operating with management in its fulfilment of its legislative obligations.
4. Reporting to their Manager any workplace safety incident, hazard or injury immediately, or as soon as practicable.
5. Actively participating in investigations or discussions that aim to improve safety in the workplace.

In addition to the above, employees who also lead and manage staff are expected to:

- Ensure (or request) sufficient resources (including human resources, equipment, materials etc) to ensure employees can safely perform their role and WHS risks are minimized to as low as reasonably practicable;
- Regularly inspect and monitor the work environment to identify and minimise WHS risks to as low as reasonably practicable;
- Supervise, coach and train employees to minimise risks to WHS and ensure compliance with policies, procedures and safe work instructions;
- Respond to hazard and incident reports relating to their work area, including consultation with workers/HSRs, investigation and documentation of recommendations;
- Communicate and consult with employees about WHS matters;
- Actively participate in recovery and return to work processes to optimise the chances of injured workers returning to work as quickly and safely as possible.

Patient Safety and Quality

As a health care provider, St Andrew's Hospital operates under the National Safety and Quality Health Service Standards (NSQHSS), which reflect our commitment to protecting patients from harm and continually improving the quality of the care and services we provide. All employees are expected to contribute to this by maintaining an awareness of the Standards and taking a risk management approach to their day to day work with patients. This includes:

- Actively and regularly engaging with patients and their families to understand their individual needs, risks and goals of care to develop a patient centred plan of care
- Notifying their Manager or Coordinator of patient incidents (including near misses) via cGov (and verbally if high risk);
- Adhering to all clinical policies and procedures as established by the Hospital (and varied from time to time);
- Undertaking relevant training and maintaining professional knowledge/expertise to ensure competence in the performance of their role. This includes proactively seeking help or education where required, and maintaining an understanding of Hospital policies and procedures relevant to their role;
- Participating in clinical audits and quality improvement projects as required.

Our vision at St Andrew's Hospital is: ***"To be the leading private hospital in South Australia, with a supportive culture where relationships matter, teamwork counts, and care exceeds expectations."***

All St Andrew's Hospital employees are expected to contribute to our vision and work in line with our organisational values as outlined below:

Our Values



We Work Together

This means we:

- Prioritise relationships and teamwork
- Share the load
- Value every contribution
- Ask brave questions and seek feedback
- Welcome diversity and treat everyone with respect
- Are accountable and can be counted upon



We Care for Others

This means we:

- Take time to connect
- Listen with compassion
- Put patient's need at the centre
- Go the extra mile
- Greet and treat everyone with warmth, kindness and respect
- Consider the health and wellbeing needs of patients and staff alike



We Deliver Excellence

This means we:

- Employ the best
- Learn from mistakes and strive for continuous improvement
- Find opportunities in challenges
- Invest in ongoing growth and learning
- Celebrate and share our successes