



HSS Registered

Clinical Nurse

Theatre Management System

Nurses and Midwives Agreement: RN Level 2

Position Number: 603286
Perioperative / Theatre
Armadale Health Service / East Metropolitan Health Service (EMHS)

Reporting Relationships

Nurse Coordinator Surgical Services
RN SRN Level 7
603091



Nurse Unit Manager Peri-Operative Services
RN SRN Level 4
110127



This Position



Reporting to this position:

Title	Classification	FTE
Nil		

- ← Also reporting to this supervisor:
- Associate Nurse Unit Manager, RN SRN L3, 1.00 FTE
 - CNS Endoscopy, RN SRN L1 0.50 FTE
 - Clinical Nurse, RN L2, 16.00 FTE
 - Registered Nurse, RN L1, 37.00 FTE
 - Enrolled Nurse, EN L1-4, 3.00 FTE
 - Orthopaedic Technician, HSO, 2.00 FTE
 - Surgical Supply, HSO G2, 1.00 FTE
 - CSSD Coordinator, HSO G3, 1.00 FTE

Key Responsibilities

Provides leadership and expert clinical knowledge to implement, support, maintain and develop the Theatre Management System (TMS) for Armadale Kalamunda Group (AKG). Provides user training to all staff and first line of support with TMS. Develops, extracts and provides analysis of reports as required to AKG, EMHS and at a state level to support clinical and corporate governance.



EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties

1. Scope of Practice Relevant to Specialty: Undertakes the duties within this JDF whilst demonstrating the AKG vision of “Delivering excellent health care for a healthier community”;

- 1.1 Undertakes the duties within this JDF whilst demonstrating the AKG values in a practical and meaningful way, specifically
 - Respect: The way we treat people should be a reflection on how we want people to treat us.
 - Teamwork: Our successes and achievements are a result of working together, not the actions of an individual.
 - Professionalism: How we conduct ourselves must be without question.
 - Kindness: The way we treat each other, including those in our care, is a reflection on the whole organisation.
- 1.2 Promotes excellence in Clinical standards that are in alignment with the Theatre Management System (TMS).
- 1.3 Provides application business support and advice in relation to the TMS by developing and monitoring business performance measures, Cognos reporting and analysis.
- 1.4 Initiates and analyses research to determine clinical best practice, initiates, implements and evaluates best practice activities that support the delivery of appropriate clinical care in the area of specialty both within and external to the hospital/health service.
- 1.5 Acts as a clinical resource to staff and external multi-disciplinary health care providers regarding TMS issues and patient care.
- 1.6 Responsible for retrieval and analytic problem solving for quality, completeness & integrity of TMS data.
- 1.7 Develops innovative techniques for complex problem solving for relevant function and specialty within the hospital/health service.
- 1.8 Accepts responsibility for own professional development through pursuit of relevant education and maintains an expert knowledge base of changes in technology.
- 1.9 Responsible for supervision & training to all staff in the use of TMS.

2. Specific Duties - Theatre Management System

3. Participates in State testing & design of upgrades to the TMS.

4. Education/Training/Research

- 4.1 Responsible for production of reports for Quality Improvement projects and operational, financial & strategic planning.
- 4.2 Works collaboratively with the Nurse Unit Manager – Theatres to develop the systems, processes and projects required to ensure efficient, effective and responsive to the TMS operation of the allocated work in line with organisation’s strategic direction.
- 4.3 Assists the development and implements business plans and strategies to facilitate effective utilisation of allocated human, financial and physical resources consistent with clinical unit, division and corporate priorities. Ensures that all administrative functions are completed within the mandate of the position.
- 4.4 Supports and monitors the prosthesis rebate financial performance to ensure the achievement of negotiated targets and performance indicators for the area of responsibility within an ABF/ABM and NEST environment.
- 4.5 Provides leadership in the coordination and implementation of quality improvement activities. This includes active involvement as a member of the InfoHealth Business User Group – TMS.

5. EMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Actively participates in the Peak Performance program.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated significant knowledge and experience in a health care environment managing health Informatics data and related systems, including developing complex and routine reports.
3. Demonstrated high level interpersonal, negotiation and conflict resolution skills and the ability to influence and maintain cooperative working relationships towards targeted outcomes.
4. Ability to plan and conduct patient/staff education.
5. Demonstrated highly developed skills in computer applications including databases, spreadsheets, and office productivity applications.
6. Demonstrated highly developed conceptual, analytical and problem solving skills, including demonstrated ability in the application of research and best practice principles and an experience undertaking activities utilising the quality review cycles and aligned with the National Safety and Quality Health Services Standards.

Desirable Selection Criteria

1. Post registration qualification in the area of specialty or evidence of significant progression towards one.
2. Knowledge of current clinical governance systems.
3. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Completion of 100 point identification check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Lorraine Nelsey		HE79254	
_____ Manager / Supervisor Name	_____ Signature or	_____ HE Number	_____ Date
_____ Dept. / Division Head Name	_____ Signature or	_____ HE Number	_____ Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

_____ Occupant Name	_____ Signature or	_____ HE Number	_____ Date
_____ Effective Date			

HSS Registration Details (to be completed by HSS)

Created on _____	Last Updated on August 2019
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