

POSITION DESCRIPTION

Position Title:	Nurse Manager – Perioperative Services (Day Surgery Unit)
Grading:	NM2
Remuneration:	to be advised by HR – total package
Status:	Permanent, Full time
Location:	Newington
Responsible to:	Director Integrated Health Services (operational) Director of Nursing (professional & clinical)
Responsible for:	Day surgery staff Registered Nurses Enrolled Nurses Sterile Services Technicians Medical Officers
Collaborates with:	Operations Managers Allied Health Professionals Medical Director

Our Organisation

Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning NSW is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The Nurse Manager - Perioperative Services will work collaboratively with the multidisciplinary team to manage and provide leadership within the perioperative environment to ensure efficient and safe patient care. The Nurse Manager will promote a culture that embraces best practice and identifies, evaluates and incorporates appropriate emerging trends in perioperative practice. The Nurse Manager will be involved in the provision of the strategic and operational direction of Family Planning NSW.

The position is responsible for facilitating the coordination of clinical services within the day surgery unit while providing clinical supervision, support and leadership to the staff within the unit to achieve high quality reproductive and sexual health care.

The role has overall responsibility for decisions pertaining to patient care coordination and the day to day management of the day surgery service and will collaborate with the operations managers to ensure that both day surgery and clinic services are run efficiently and maintain a client centred approach. The Nurse Manager - Perioperative Services will lead the exploration and development of new service opportunities for day surgery.

The position is responsible for the effective, efficient and successful management of workforce, productivity, budget, quality control and safety measures. They lead risk management and accreditation activities to support the delivery of day surgery services which are safe, effective and client-centred. The role may include the provision of perioperative nursing care, if required.

The position provides oversight of all staff recruitment and selection activities within the day surgery. The Nurse Manager - Perioperative Services collaborates with Operations Managers to ensure adequate staffing is maintained across both the day surgery and clinics.

The Nurse Manager - Perioperative Services is responsible for leading change management and high level liaison with other local services including Local Health Districts and Primary Health Networks in regard to provision of perioperative services.

The role requires a high level of operational management knowledge, skills and experience, excellent operational judgment and critical thinking skills, high level communication and negotiation skills, exceptional change management and business development skills and an ability to adjust to changing work demands effectively.

Selection Criteria

Essential

- Registered Nurse with current registration with the Nursing and Midwifery Board of Australia (AHPRA) and possesses relevant tertiary qualifications in health management or working towards same.
- Minimum 5 years' experience in perioperative nursing including a minimum of 12 months experience managing a day surgery or operating suite
- Demonstrated ability to effectively drive performance to targets and budgets whilst maintaining high levels of staff engagement
- Proven high level interpersonal, verbal and written communication skills and an aptitude to utilize relevant information technology platforms.
- Demonstrated commitment to quality initiatives and management of compliance with relevant standards and processes including National Safety and Quality in Healthcare Standards (NSQHS), Australian College of Perioperative Nurses (ACORN) and the Australian and New Zealand College of Anaesthetists (ANZCA) Standards.
- Demonstrated understanding of current financial, budget, human resources and recruitment principles and practices
- Demonstrated experience in strategic planning processes and project management, and ability to provide clear and concise plans and reports
- Sound leadership skills and proven ability to meet deadlines, prioritise workload and adapt effectively to change
- Strong advocacy, interpersonal communication and networking skills with proven ability to develop and maintain partner relationships with internal and external stakeholders

Desirable

- Experience in leading infection control systems or sterilisation services certificate
- Post graduate qualification in reproductive and sexual health nursing
- High level knowledge and experience in planning, implementing and embedding change

Other requirements

- A Criminal Record Check and a Working with Children Check are required prior to commencement in the role.
- Vaccination/immunisation requirements apply to this role.

Values

- FPNSW is a pro-choice organisation – staff are expected to fully support an individual’s right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.
 - As an abortion service provider, all staff in the organisation are expected to actively participate in the provision of abortion services in line with the full scope of the role they are appointed to.
 - For this role that means leading the day surgery unit in the provision surgical abortion and related services.
- Must support the Family Planning NSW values:
 - Human rights focus - promoting the rights of all people to reproductive and sexual health
 - Integrity - maintaining a strong ethical base, being accountable and transparent
 - Inclusiveness - valuing and respecting diversity without judgement
 - Equity of access - ensuring access to our services for all including priority populations
 - Client centred - placing the needs of the whole person at the centre of our work
 - Commitment to excellence - ensuring high standards in all our work
 - A just culture – a balanced accountability for both individuals and the organisation

Key Responsibilities

Management

- Establish and maintain a standard of practice that meets the NSW Health legislative requirements, professional competency standards (ACORN) for day surgery units, Australian College of Anaesthetists (ANZCA), NSQHS and FPNSW policy and procedures.
- Work with the Integrated Health Services management team to coordinate effort and leverage resources to achieve the strategic goals, operational and financial targets of the organisation
- Lead the multidisciplinary clinical unit and manage the business development and growth strategy of the day surgery unit.
- Ensure the efficient allocation and utilisation of appropriately registered, qualified and credentialed medical, nursing, allied health and ancillary staff
- Oversee the administration, service delivery, human resources and budget of perioperative services
- Oversee staff recruitment and selection activities for perioperative services
- Oversee the development, delivery and evaluation of day surgery unit services and performance against key performance targets
- Prepare and submit concise, critically appraised, accurate and timely reports and documentation in accordance with reporting requirements

Leadership

- Ensure the delivery of high quality, efficient and professional day surgery services to clients and referrers with a focus on targeted priority populations
- Provide leadership in managing and implementing change and supporting staff through change
- Develop and maintain effective partner relationships with stakeholders and manage high level liaison with other local services, the Local Health Districts and the Primary Health Networks in regard to provision of perioperative services.

Clinical governance, quality improvement and patient/client safety

- With the support of the relevant clinical leads, maintain quality clinical standards and professional health care practices, including effective infection control, risk assessment & management, and incident reporting
- Work cooperatively with the relevant manager/s to ensure effective management of, and communication about, issues in relation to staff from other teams or clinics
- Lead risk management and accreditation activities to support the delivery of day surgery services which are safe, effective and client-centred
- Manage response to any emerging issues in clinical service delivery and/or performance against accreditation standards and/or targets

Performance management

- Manage the staff of the day surgery team, including performance management, staff training and development
- Achieve quality, sustainability and operational efficiency & effectiveness through continuous process improvement, data analysis, clinical audit and benchmarking best practices
- Ensure adherence to the policies and procedures of Family Planning NSW including the Family Planning NSW Code of Conduct & Ethics
- Ensure adherence to the organisational values and behavioural standards of Family Planning NSW
- Comply with all Family Planning NSW policies and procedures in relation to information system and network security, protection of confidentiality and integrity of data and protection of the privacy of data subjects
- Undertake any other duties or projects at the direction of the Executive

Other Responsibilities

Clinical

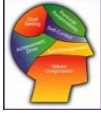




- Commit to maintain best practice by adhering to the scope of the position and within role boundaries as defined by FPNSW
- Maintain the required qualifications and competencies to deliver high quality services
- Commit to on-going skill development and take responsibility to update knowledge, enhance skill and competency standards to perform within the context of work
- Adhere to FPNSW's defined escalation and delegation policies and systems
- Appropriately apply relevant guidelines, policies, procedures and protocols
- Adhere to the Incident Management Policy to report and escalate any issues within specified time frames
- Commit to share knowledge and provide support and supervision to less experienced staff
- Maintain confidentiality and privacy in relation to any information related to any client, staff member, or other persons obtained in the conduct of the business of Family Planning NSW

Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions

- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning NSW Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Advanced
	Work Collaboratively Collaborate with others and value their contribution	Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Highly Advanced
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Advanced
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Advanced
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Highly Advanced
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Advanced
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Advanced
	Project Management Understand and apply effective planning, coordination and control methods	Advanced
People Management <i>(supervisory roles only)</i> 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Advanced
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Advanced
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Advanced
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Advanced

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date:
