



# Position Description

CALVARY RIVERINA

<b>Position Title:</b>	Perioperative Services Manager		
<b>Position Number:</b>		<b>Cost Centre:</b>	B1460
<b>Site/Facility:</b>	Calvary Riverina Hospital		
<b>Department:</b>	Theatre		
<b>Enterprise Agreement</b>	Calvary Health Care Riverina Enterprise agreement 2019		
<b>Classification:</b>	As above		
<b>Reports To:</b>	Director Clinical Services		
<b>Date of Preparation:</b>	March 2021	<b>Date Revised:</b>	March 2022

## Primary Purpose

The purpose of this position is the operational management of the perioperative department within Calvary Riverina. The Clinical Manager works closely with the Executive team and in particular the Director Clinical Services to support the organisation and department's business objectives and safe high quality patient care.

The position incumbent provides high level clinical leadership, models the values of Calvary and supports a positive and professional workplace culture.

## Organizational Environment

At Calvary our vision as a Catholic Health, Community and Aged Care provider is to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.

Calvary Riverina Hospital provides a broad range of acute and sub acute services to the people of the Riverina regional area. Services include surgical, obstetric, medical, intensive care, coronary care, day surgery, drug & alcohol services, rehabilitation and palliative care.

## Position Responsibilities

### Professional:

- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect.
- Support the Executive in strategic initiatives and service development as required
- Commitment to and facilitation of own professional development to enhance skills and experience relevant to the role
- Practice in accordance with Calvary local and national policies, the position description, code of conduct and code of ethical standards
- Develop and maintain high level positive communication and relationships with all Doctors, the Executive and staff
- Maintain direct accountability and positive working relationship with the Director of Clinical Services to ensure the efficient functioning of the department

- Work collaboratively with peers and others to create a positive practice environment that achieves best practice outcomes for recipients of healthcare services

### **Operational Management Responsibilities**

- Conduct regular staff meetings within the department to ensure staff have a formal mechanism for communication
- Completion of monthly manager's report ensuring KPI's are managed within target and strategies are in place to manage business efficiency within the department
- Manage staffing resources including scheduling, leave, labour hours and skill mix within target and agreed staffing establishment
- Oversight of recruitment, performance development and management including escalation of any personnel matters of concern including industrial, performance, risk etc. to the Director of Clinical Services
- Support the department clinical team to identify and progress new initiatives which may enhance patient care, improve practice and service efficiency
- Management of resources including equipment, pharmacy and consumables to ensure business and cost efficiency
- Ensure staff competency and mandatory training completion within the department
- Submission of relevant mandatory data required for licensing, health fund compliance and quality indicator reporting

### **Quality & Safety**

- Support a culture of continuous improvement, safety and quality of patient care
- Ensure patient care is provided within professional, organizational, legal and ethical boundaries and reflects evidence based, best practice knowledge and practice
- Reporting and investigation of incidents including identified actions to improve patient/staff/environment safety
- Reporting, management and investigation of complaints
- Ensure all staff comply with the quality & safety priorities of Calvary Riverina which include but are not limited to medication safety, manual handling, infection control
- Actively participate in relevant clinical review committees as required
- Completion, monitoring and action audits required for the department reporting through staff meetings and to the Director of Clinical Services
- Support a culture of open disclosure, reporting and investigation of adverse events & no blame
- Development of an annual quality & safety plan for the department
- Ensure compliance with relevant standards including but not limited to HICMR, National Accreditation Standards and other relevant specialty standards
- Compliance with reporting national rehabilitation and palliative care data, monitoring trends and identifying actions to improve quality of care.

### **People and Culture**

- Provide leadership and act as a clinical resource, advisor, mentor, role model, technical expert, to registered nurses/midwives enrolled nurses and members of multi-disciplinary team.
- Coordinate and guide mentoring, preceptorship, role modelling and promote cooperation and collaborative teamwork.
- Provide clinical supervision, mentorship and professional leadership to registered nurses/registered midwives and enrolled nurses.
- Apply the principles of succession management and mentoring to involve colleagues in ongoing career development and growth.
- Collaborate with others in the provision of policy advice on issues relating to professional and clinical practice, education and research.
- Participate in innovation and change to develop responses to address emerging service needs.
- Contribute to the unique body of knowledge within scope of practice when engaging with internal and external groups/partners/bodies.

- Collaborate in the provision of advice on nursing/midwifery matters.
- Contribute to and develop a culture within the department of open disclosure, risk identification and management
- Ensure an environment that fosters team work, open communication and support.

#### **WH&S Responsibilities:**

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary's WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet) Ensure workers and others adhere to safe work practices, legislative requirements, Calvary rules and guidelines
- Ensure areas and equipment under your control are safe, without risk to health and safety
- Identify hazards and completion of risk assessments and controls in the workplace
- Provide staff with necessary instruction, information, training and supervision to enable work to be carried out safely
- Ensure staff are consulted regarding issues/changes which affect their health and safety
- Ensure all incidents are reported and corrective action identified and implemented
- Fulfil requirements of Return to Work Plans for injured employees
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary's WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)

#### **Selection Criteria**

- Relevant tertiary qualifications in management, working towards same or equivalent
- Current AHPRA registration
- A minimum of 5 years post graduate experience in public and/or private health sector
- Demonstrates leadership and management capability through the expressed knowledge of team engagement and human, financial and material resource management principles applicable to operational planning, coordination and evaluation of services.
- Demonstrated evidence which fosters the reputation of a large clinical organisation, taking ownership and personal accountability for standards of care and demonstrates a commitment to high quality and safe clinical services.
- Demonstrated ability to work cooperatively with others; provides support; shares information and credit; considers the views of and involves colleagues in decision making; deals effectively with conflict; maintains effective working relationships with colleagues; mentors and provides leadership as appropriate.
- Proven ability to communicate relevant, prompt and accurate information; is approachable and resourceful in working with senior colleagues and peers; uses good judgement in prioritising courses of action and is respectful to co-workers and customers.
- Demonstrates advanced clinical evidence-based skill and knowledge in nursing, service coordination and interdisciplinary care management, evidenced by feedback, recency of practice and achieved clinical competencies.
- Demonstrates operative knowledge of the National Safety and Quality Health Service Standards, expressing key strategies and aligned processes the department could undertake to achieve and sustain these care standards.
- Demonstrated awareness of the principles and processes of change management and can apply a range of strategies to successfully negotiate organisational change.

- Demonstrated proficiency in the establishment of therapeutic relationships, health literacy, health education and culturally competent professional practices that facilitate achieving patient identified goals, optimised health experiences and reducing hospital readmissions.
- High level communication and interpersonal skills with the ability to establish and maintain positive and constructive relationships
- Proven ability to work autonomously and in a multidisciplinary team with the ability to manage priorities and a busy workload.

### Approvals

Job Holder's signature:	Date:
Job Holder's Name:	
Manager's signature:	Date:
Manager's Name & Delegation	