

## Position Description | Perioperative Services Manager

### REPORTING

<b>Reports To</b>	Clinical Services Manager
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Theatre Coordinator</li> <li>• PACU Coordinator</li> <li>• CSSD Coordinator</li> </ul>

### PURPOSE

The Perioperative Services Manager holds a key leadership role within the hospital and is accountable for the safe, professional and cost effective provision of high quality surgical services. The role oversees the operating theatre, PACU and CSSD teams and is responsible for the complete operations of the unit – surgical activity, financial performance, quality and safety, and HR management. The position works closely with and supports other unit managers to achieve excellence in care delivery in line with best practice and legislative requirements.

This is a frontline, operational leadership role and will provide flexible leadership and support including inside the working theatre environment. As such the Perioperative Services Manager will be required to provide cover for a range of operational functions including on occasion coordinating and resource nursing.

The Perioperative Services Manager will ensure services are provided in a culturally safe and appropriate manner and that the principles of Te Tiriti o Waitangi, are at the forefront of all decision-making.

### ESSENTIAL SKILLS

- Registered Nurse with a minimum of 5 years' post registration experience within the Operating theatre environment.
- Previous senior role in the perioperative setting, with proven ability to successfully lead and motivate a team providing strong direction and positive leadership.
- Business acumen and financial and resource management skills.
- Demonstrated ability to lead change and continuous improvement processes.
- Proven ability to work in a complex and changing environment.
- Exceptional patient and customer service aptitude.
- Demonstrates the ability and willingness to pitch in alongside our talented theatre teams
- Experience working in a medium sized hospital environment.
- Demonstrates the ability to engage effectively with Māori and to incorporate Te Tiriti o Waitangi principles into practice and decision making.
- A positive can do attitude.

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## KEY RELATIONSHIPS

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Senior Leadership team</li> <li>• Senior Clinical team</li> <li>• Finance team</li> <li>• Purchasing Team</li> <li>• Support Services Team</li> <li>• Building and Facility Manager</li> <li>• Maintenance Coordinator</li> <li>• NZ Nurses Organisation staff delegates</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Surgeons and their PA's</li> <li>• Anaesthetists</li> <li>• Northland DHB</li> <li>• Equipment and medical supply representatives</li> <li>• Patients and their Family/Whānau</li> </ul>

## KEY ACCOUNTABILITIES

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Provide visible, accessible and constructive leadership to the Operating theatre department (Theatre, PACU and CSSD).</li> <li>• Develop an internal culture reflective of a growing and dynamic business where staff are excited, proud to work at Kensington Private Hospital, and strive to perform to the best of their ability, and where the Company is seen by outsiders as a leader amongst Northland businesses.</li> <li>• Promote effective team building strategies to ensure a cohesive and supportive unit where each section works together to provide excellence in patient care and service to our Medical Specialists.</li> <li>• Work collaboratively with the Nurse Manager – IPS and Admissions to ensure patient care is seen as a continuum with no barriers between the two units.</li> <li>• Provide timely and accurate reporting and advice to the Clinical Services Manager, including the notification of risks, issues and new developments.</li> <li>• Be a role model for the team whilst fostering a culture that is positive, free from blame, and forward thinking, and enables staff to develop to the best of their capability.</li> <li>• Provide exceptional customer service to our patients, Whānau and Specialists commensurate with their expectations of a private surgical hospital.</li> </ul>
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<p><b>Business/Financial</b></p>	<ul style="list-style-type: none"> <li>• Maintain effective financial control, managing budgets and contributing to organisation-wide financial initiatives.</li> <li>• Review monthly financial and KPI reports and investigate anomalies.</li> <li>• Maximise workforce efficiencies through the implementation of cost-effective yet safe workforce structures and flexible rostering practices that provide the ability to rapidly adapt to demand fluctuations.</li> <li>• Ensure hospital policies and procedures are communicated and adhered to by staff. Ensure compliance against relevant standards and legislation.</li> </ul>
<p><b>Clinical Quality and Safety</b></p>	<ul style="list-style-type: none"> <li>• Ensure clinical care is patient centered, culturally appropriate and in line with best practice guidelines.</li> <li>• Maintain compliance with the Health and Disability Services Standard.</li> <li>• Contribute to and promote the adoption of new processes, innovations and ideas to improve clinical care, service delivery, efficiency and safety.</li> <li>• Support staff with clinical reasoning and professional judgement in perioperative practice.</li> <li>• Oversee clinical equipment planning, purchasing, loan management, and R&amp;M to ensure service provision is not disrupted.</li> <li>• In conjunction with the Purchasing Officer, manage stock levels and sourcing of new or alternative products to ensure service provision is not disrupted.</li> <li>• Attend Medical Advisory and Surgical Audit meetings as per the hospital schedule.</li> </ul>
<p><b>People and Capability</b></p>	<ul style="list-style-type: none"> <li>• Have overall staffing responsibility for the perioperative team including:             <ul style="list-style-type: none"> <li>○ Workforce planning</li> <li>○ Recruitment and selection</li> <li>○ Staff engagement and wellbeing</li> <li>○ Performance management</li> <li>○ Training and development</li> </ul> </li> <li>• Ensure that the above activities are managed in alignment with Company policies and protocols.</li> </ul>

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<p><b>Theatre and Workforce Utilisation</b></p>	<ul style="list-style-type: none"> <li>• In conjunction with the senior clinical team, manage theatre lists including start and finish times, list order, and resource allocation.</li> <li>• Develop Theatre, Recovery and CSSD rosters to meet demand, ensuring appropriate skill mix, safe staffing practices and budgetary requirements are considered and that service delivery expectations are maintained. Ensure flexible utilisation of staff to cover variations in workloads.</li> <li>• Approve staffing placements over and above rostered allocations.</li> <li>• Manage Annual leave requests and ensure accrued entitlements remain within organisational targets.</li> </ul> <p><i>Note that the Unit Coordinators will assume responsibility for day-to-day staff activities (daily allocations, sick leave cover, rest and meal breaks etc.).</i></p> <ul style="list-style-type: none"> <li>• Approve Timesheets for direct reports and in the absence of a Unit Coordinator.</li> <li>• Provide cover for the Theater Coordinator and CRN's when required – including leave and sickness cover, some out of hours cover and support in peak work periods.</li> </ul>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Actively seeks learning opportunities to ensure knowledge and skills are continually evolving in line with current best practice.</li> <li>• Upholds and promotes the Company values, House rules, policies and procedures.</li> <li>• Recognises and respects cultural differences and the application of Te Tiriti o Waitangi principles with the intent of enabling access and improving health outcomes for Maori and Pacific Island patients, and increasing cultural diversity within our workforce.</li> <li>• Ensure compliance with the Privacy Act and Privacy policy.</li> </ul>

## DELEGATED AUTHORITIES

- Financial authorities as outlined in the Delegated Authorities policy.
- Approve staff leave and rosters.
- Make recommendations to the Clinical Services Manager and the People and Capability Operations Manager on recruitment needs and new staff appointments.

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