

Position Description | Clinical Resource Nurse

REPORTING	
Reports To	Perioperative Services Manager
Direct Reports	None

PURPOSE
<ul style="list-style-type: none"> To provide clinical oversight within the relevant specialty areas, ensuring theatre lists run smoothly, safely and in a timely manner. To ensure theatre staff have a relevant and appropriate skill and knowledge mix.

ESSENTIAL SKILLS
<ul style="list-style-type: none"> Registered Nurse with a minimum of 3 years' experience in Theatre nursing. Excellent interpersonal and communication skills. Flexibility to work extra hours when required.

KEY RELATIONSHIPS	
Internal	<ul style="list-style-type: none"> Clinical Team
External	<ul style="list-style-type: none"> Consultants and other medical staff Surgeons Anaesthetists Northland DHB Medical supply representatives

DOCUMENT NAME: doc_364_Position Description - Clinical Resource Nurse_v1.docx	APPROVAL OFFICER: Clinical Services Manager
REVIEW DATE: 12 May 2025	DATE APPROVED: 12 May 2022

KEY ACCOUNTABILITIES

Clinical Leadership & Support

Ensure theatre lists run smoothly, safely and in a timely manner:

- Ensure high standards of clinical care are delivered to all patients.
- Support a culture of high class customer service to meet patient and Specialist expectations for a private hospital.
- Adhere to standards required for MOH certification within the specialty area(s).
- Coordinate day-to-day equipment and supply needs to ensure the smooth running of theatre lists.
- Manage list start and turnaround times to maximize efficiency whilst maintaining a safe working environment.
- Work alongside the Theatre Coordinator and other Clinical Resource Nurses to ensure nursing practice is consistent between each theatre and specialty.
- Ensure consumable and equipment use is accurately recorded on cost sheets.
- Ensure the theatre environment is safe for patients, Specialists, and staff. Report all hazards, accidents and near misses in a timely manner.

Ensure theatre staff have a relevant and appropriate skill mix and knowledge:

- Identify training needs of staff in specialty areas, develop plans in conjunction with the Clinical Nurse Educator (CNE) and Perioperative Services Manager to support up skilling as required.
- In conjunction with the CNE, organise training events for new equipment or procedures.
- Ensure staff are follow the health and safety and the infection control guidelines, and support staff with hazard, accident, and near miss reporting as required.

Provide input into the organisation by way of:

- Act as a link between management and staff ensuring communication is effective in both directions.
- Support the Perioperative Services Manager and Theatre Coordinator to ensure that the culture within the theatre suite reflects the organisation objectives and values.
- Feedback to the Perioperative Services Manager on staff performance issues.
- Make recommendations to the Perioperative Services Manager on equipment purchases.
- Contribute to and promote the adoption of new processes, innovations and ideas to improve service quality, efficiency, or safety.

Internal & External Stakeholders	<p>Develop and promote positive working relationships with all internal and external stakeholders:</p> <ul style="list-style-type: none"> • Liaise effectively and constructively with attending Specialists, ensuring their needs are met whenever possible. • Build strong relationships with appropriate staff in key external organisations including Northland DHB. • Work alongside other senior theatre staff to develop a friendly, supportive and positive theatre environment.
Health and Safety	<ul style="list-style-type: none"> • 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.
Personal Development	<ul style="list-style-type: none"> • Participate in the Company's PDRP program. • Maintain knowledge and clinical skills to enable performance of all nursing roles within the theatre environment to a high standard (scrubbing, circulating, assisting). • Maintain a personal assessment and development program to ensure clinical and management knowledge is kept up to date. • Participate in the Company's performance appraisal system. • Maintain current resuscitation training to a minimum of Level 5.
General	<ul style="list-style-type: none"> • Actively seeks learning opportunities to ensure knowledge and skills are continually evolving in line with current best practice. • Upholds and promotes the Company values, house rules, policies and procedures. • 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 Māori and Pacific Island patients, and increasing cultural diversity within our workforce. • Ensure compliance with the Privacy Act and Privacy policy. • Be proactive in recommending quality improvement initiatives.

DELEGATED AUTHORITIES

- None

DOCUMENT NAME: doc_364_Position Description - Clinical Resource Nurse_v1.docx	APPROVAL OFFICER: Clinical Services Manager
REVIEW DATE: 12 May 2025	DATE APPROVED: 12 May 2022