

Position title:	Theatre Coordinator
Department:	Theatre
Reports to (title):	Theatre Manager
Direct reports:	Nil
Date reviewed:	August 2024

Purpose of the position

To assist the Charge Nurse to ensure the delivery of high quality and safe care in accordance with legislative requirements, professional guidelines and industry code of practice.

To provide safe, efficient and productive coordination of all immediate (today and tomorrow) resources.

To role model excellence in the coordination of services and delivery to all customers- internal and external.

Activity	Key Responsibilities
Resource coordination and planning	<ul style="list-style-type: none"> To coordinate the immediate (today and tomorrow) resources in theatre and balance all requirements in a safe, effective and efficient manner to meet the workload, including capacity management. To develop and maintain systems and processes that supports a safe and efficient patient journey. Coordination of operating theatre lists ensuring liaison with medical staff, CSSD, Reception, PACU and Wards. Excellence in Customer service will be delivered by resource planning Feedback from medical associates is that Braemar Theatre service is approachable, adaptive, responsive and easy to communicate with, and endeavors to meet their requirements Working with Associate Charge Nurses (ACNs) optimum theatre utilization is achieved as per agreed KPIs including: <ul style="list-style-type: none"> Benchmark turnaround time between cases and sessions Appropriate allocation of staffing levels based on activity in conjunction with ACNs Effective communication processes are developed and adopted to ensure all staff and medical teams are informed and up to date. Equipment and supplies are effectively coordinated and available in advance of all procedures

Staff management	<ul style="list-style-type: none"> • To create and maintain a climate of team work; safety in practice; job satisfaction • To act as coach and mentor to clinical nursing staff • To contribute to a workable succession planning model • To coordinate ongoing education activities which support and fosters an environment of continuous learning • To ensure staff allocations meet both the needs of the business and the CEA (Collective Agreement) requirements. • There is evidence of a robust communication system which is informative, factual and timely • All staff have an opportunity to contribute to team/service meetings and discussions • Staff are supported and included in new initiatives which evaluate and improve service delivery • Clinical staff reports voice acknowledgement of support and coaching given to fulfill their role responsibilities. • Identifies training and development requirements of all clinical staff in conjunction with ACNs, the CSSD Manager and Anaesthetic Charge person – and coordinates ongoing education activities such as in-services • Contributes to formal performance reviews that are conducted annually for nursing staff. • Participates in active succession planning programs with the nursing team • Feedback confirms clinical credibility amongst the team and service users • Overtime is recorded and managed proactively • Staff breaks are managed proactively • Kiosk is completed and up to date daily
Relationships and team work	<ul style="list-style-type: none"> • Establish and maintain good working relationships within the team, the wider business, and with key internal and external stakeholders. • Role model behaviour that aligns with an ethos of excellence and enhances a positive and supportive team culture where team members help one another to develop and achieve, and act in the interests of the wider team.
Quality and continuous improvement	<ul style="list-style-type: none"> • Carry out tasks in a manner that considers and delivers a high quality and high standard of work. • Support a continuous improvement methodology where individual and team processes and procedures are continually reviewed and adapted to improve effectiveness, efficiency and/or accuracy.
Health, Safety and Wellness	<ul style="list-style-type: none"> • Immediately report any unsafe work conditions or equipment, or any workplace incident, injury or property damage to the Manager ensuring that the required corresponding documentation is completed (Near Miss Form, Hazard Identification Form, Incident Form etc.); • Participate in Hazard Identification and Risk Assessment activities where required; • Ensure awareness of, and abide by all safety procedures in the event of an emergency;

	<ul style="list-style-type: none"> • Undertake and actively participate in all safety induction processes and procedures at the commencement of employment and any relevant health and safety training thereafter; • Ensure awareness of, and adherence to, safe work practices, instructions and rules (including SOP's) and ensure all duties within the workplace are undertaken in a manner which ensures both individual health and safety, and that of all other workers; • In the event of an injury, actively and positively participate in any relevant 'Return to Work' processes; • Cooperate and encourage all workers to create and maintain a health and safe work environment; and • Ensure all activities conducted comply with Braemar Hospital health and safety policies and procedures at all times.
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Working Relationships

Most frequent contacts (internal and external)	Nature or purpose of relationship
Theatre Manager	Daily contact to discuss priorities, workload etc.
Charge Nurse - Theatre	
Theatre Administrator	
Hospital Coordinators	
Specialists and rooms	
Registered Nurses and Health Care Assistants	
Senior Management (Patient Services Manager, Theatre Manager, Hospitality Manager, Finance Manager)	
Management (Charge Nurse level)	
Quality & Risk Manager	
Clinical Nurse Educator	
BELT	
Patients and their families	

Qualifications, Experience, and Knowledge

Education / Qualifications:	<ul style="list-style-type: none"> • Registered Health Professional • Qualification
Experience:	<ul style="list-style-type: none"> • Proven clinical leadership / experience and knowledge. • Previous operational and management experience • At least 3 years theatre experience • Expertise in operating theatre list management • Proven clinical expertise within the Operating Theatre
Professional Skills / Knowledge:	<ul style="list-style-type: none"> • Co-ordination of diverse teams • Expert communication skills utilising active listening • Computer literate • Presentation Skills (written & oral) • Understanding and experience in clinical quality systems

	<ul style="list-style-type: none">• Understanding and experience of sound Employment/HR practices• Relationship development and management• Strong, resourceful organisational skills• Cheerful disposition with a sense of fun at work• Initiative and Drive• Accountable / Resolute/Honest• Achievement Oriented• Self Sufficient / Independent• Flexible and Adaptable• Innovative and Creative• Ability to diffuse and resolve conflict• Negotiation skills• Possess strong communication skills, both verbal and written• Team Player• Respect for professional relationships• Respect for privileged information• Outstanding customer service• Solution focused• Exhibits consistency in behaviour• Cheerful disposition with a sense of fun at work• Sincere interest in people and their wellbeing.• Innovation and change
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