

DEPARTMENT OF HEALTH

# Statement of Duties

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| <b>Position Title:</b>         | Registered Nurse - Instrument/Circulating Theatre Nurse   |
| <b>Position Number:</b>        | 518390  |
| <b>Classification:</b>         | Registered Nurse Grade 3-4  |
| <b>Award/Agreement:</b>        | Nurses and Midwives (Tasmanian State Service) Award   |
| <b>Group/Section:</b>          | Hospitals South – Surgical and Perioperative Services   |
| <b>Position Type:</b>          | Permanent, Full Time  |
| <b>Location:</b>               | South   |
| <b>Reports to:</b>             | Nurse Unit Manager  |
| <b>Effective Date:</b>         | October 2022  |
| <b>Check Type:</b>             | Annulled  |
| <b>Check Frequency:</b>        | Pre-employment  |
| <b>Essential Requirements:</b> | <p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p> |
| <b>Desirable Requirements:</b> | <p>Previous experience in surgical instrument/circulating nursing roles</p> <p>Relevant Post Graduate Qualification</p>   |

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

The Registered Nurse - Instrument/Circulating Theatre Nurse:

- Strengthens health outcomes through the provision of safe quality, clinically appropriate nursing care in partnership with patient/clients, their families and other health professionals.
- Is an integral part of the multidisciplinary perioperative team. The primary focus of the theatre nurse is to provide safe quality evidence-based care for patients during the intraoperative phase of the surgical journey.

## Duties:

### Nursing Care

1. In collaboration with members of the healthcare team plan, implement and evaluate patient/client care.
2. Participate as a scrubbed member of the team to prepare, handle, check and record instruments and sundries in accordance with theatre protocols, maintain aseptic technique and comply with infection prevention and control protocols at all times.
3. Participate as a circulating member of the team, ensuring that the sterile field is maintained, and assisting the instrument nurse in their duties.
4. Practice in accordance with the NMBA I codes and guidelines for registered nurses/midwives.
5. Involve patients/clients and their families/significant others in the planning and implementation of care.
6. Maintain and promote a safe work environment.
7. Understand and adhere to relevant legislation, policies and procedures.
8. Maintain accurate and objective documentation and accurate data input into computerised systems.
9. As required undertake other perioperative nurse roles in the operating theatre suite upon completion of relevant competencies.
10. As directed or required by the Nurse Unit Manager may take charge of a shift.

### Teamwork

1. Interact effectively with patients'/clients' families and other health team members to facilitate the provision of optimum patient/client care.
2. Assist other staff in the operating team as necessary.
3. Work effectively within a multidisciplinary team, contributing to a strong team approach through open communication and a positive supportive approach.
4. Actively contribute to communication process, including attending and participating in team meetings.

### **Excellence in Practice**

1. Active involvement in maintaining and continually improving the quality of patient/client care. This may include participation in research and evidence-based practice.
2. Contribute to the review and development of innovative procedures, policies and best practice related to patient/client care.
3. Participate in the development and revision of organisational documentation relating to perioperative nursing evidence based best practice.
4. Evaluate the effectiveness of nursing strategies towards meeting anticipated patient/client outcomes.

### **Learning Culture**

1. Identify and meet educational needs of patients/clients and their families/significant others.
2. Develop, implement and evaluate teaching plans for patients/clients that meet their learning needs and facilitate informed decision making.
3. Participate and contribute to a learning environment, through continuing education, professional development and attendance at conferences and relevant fora.
4. Maintain knowledge of innovations in clinical practice and research.
5. Support the development of others through participation in orientation and preceptoring nurses and other members of the health team.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### **Key Accountabilities and Responsibilities:**

- Responsible to and receives guidance and support from the Nurse Unit Manager/Nurse Manager and other senior experienced Registered Nurses for initiating, implementing and evaluating quality nursing care.
- Practice in accordance with the Nursing and Midwifery Board of Australia (NMBA) professional standards, Australian College of Operation Room Nurses (ACORN) Standards for Perioperative Nursing and applicable standards of the AS/NZS 4187.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of patient/client care within the perioperative operating theatre setting and in line with legal requirements, the Nursing and Midwifery Board of Australia National Competency Standards for the Registered Nurse and ACORN Standards for Perioperative Nursing.
2. Sound interpersonal and communication skills, including written skills and the ability to function effectively in a multidisciplinary team environment.
3. Knowledge of continuous quality improvement (safety and quality) and the application of evidence-based practice within a perioperative operating theatre practice setting.
4. Ability to undertake client education in the practice setting, together with a commitment to participate in ongoing professional development.
5. Ability to be able to work with and manage highly technical medical equipment and technology.
6. Evidence of participation in own professional development and commitment to maintaining competence and enhancement of skills.

## Working Environment:

### Perioperative Services – Operating Theatre Suite:

The Peri-operative Service Operating Theatre Suite provides surgical and post anaesthetic recovery care for all specialties with the exclusion of spinal, transplant and paediatric cardiac surgery. Elective surgery services provided include orthopaedic, ear nose & throat, plastics and reconstructive, urology, maxillo-facial, ophthalmology, vascular, obstetrics, exodontic, paediatric, gynaecology, colorectal, gynaecology oncology, and general surgery plus statewide referral services for cardiothoracic surgery, neurosurgery, neonatal surgery, burns and advanced upper gastrointestinal surgery. It also provides a 24 hour emergency surgery service.

Our mission and purpose is to deliver high quality healthcare through the most efficient and innovative use of available resources, using planning and evidence based strategies. Our vision is to be renowned for perioperative healthcare, teaching and research. Perioperative Services is a values based department. If your personal and work values are consistent with those developed by our staff, we're sure you'll find the Operating Theatre Suite a great workplace. Our decisions and behaviours are guided by the following workplace values:

- **Patient first** - patient and family-centred care is about putting patients' and families' experiences, priorities and trust first;
- **Personal responsibility** - being responsible for our own actions and behaviours;
- **Pride in what we do** - we take pride in who we are and what we do, and we do what is right, always.
- **Passion for improvement** - as it inspires us to achieve great things.

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).

## Progression to Grade 4 - Formal Capability Assessment:

To advance to Grade 4 the registered nurse must undertake a Formal Capability Assessment and must demonstrate that they meet the required criteria specified in the *Nurses and Midwives Heads of Agreement* and in the *Grade 4 Formal Capability Assessment Guidelines*:

[https://www.health.tas.gov.au/intranet/thr/hr/employment\\_training\\_and\\_development/grade\\_4\\_progression\\_-\\_nurses\\_and\\_midwives](https://www.health.tas.gov.au/intranet/thr/hr/employment_training_and_development/grade_4_progression_-_nurses_and_midwives)

The Grade 4 nurse is a registered nurse who demonstrates competence in advanced nursing practice and is experienced in their chosen area of clinical practice. They contribute to workplace activities beyond their immediate responsibilities of delivering clinical care to their patients or clients. This may include active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

Application for advancement from Grade 3 to Grade 4 is a voluntary decision by the registered nurse after they have determined they have the necessary skills and attributes required of this Grade, meet the eligibility criteria, and are committed to providing clinical leadership and excellence in the practice setting.

To be eligible to apply for a Grade 4 classification the Grade 3 nurse must:

1. Have met a minimum of four years' experience after gaining their initial qualification as a registered nurse and apply for progression in accordance with the terms and conditions stipulated in the Nurses Agreement.
2. Meet the assessment criteria outlined in the Grade 4 Formal Capability Assessment Guidelines relating to:
  - a. Clinical knowledge and skills
  - b. Education of self and others
  - c. Clinical leadership and management
3. Be committed to providing clinical leadership and excellence in the practice setting and contributing to workplace activities including active involvement in clinical education, clinical leadership and management, safety and quality, practice development and managing a clinical portfolio.

### Duties/Responsibilities:

1. Supports the Nurse Unit Manager and/or Clinical Coordinator in the coordination of patient/client care delivery on a shift by shift basis through the effective allocation and prioritising of nursing resources.
2. Actively participates in clinical education, safety and quality processes, practice development and other clinical leadership activities.
3. Assists the Nurse Unit Manager in supporting and guiding staff performance and development.
4. Manages a clinical portfolio and contributes to research and other practice development activities within the practice area.

**Note:** The Grade 4 registered nurse is required to consistently undertake these duties/responsibilities however the Grade 3 registered nurse may also be required to undertake these duties/responsibilities from time to time.

