

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Consultant Equipment and Materials Operating Room Suite
Position Number:	520165
Classification:	Registered Nurse Grade 6
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals North – Launceston General Hospital Department of Surgery
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	North
Reports to:	Nurse Unit Manager - Operating Room Suite
Effective Date:	January 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<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>
Desirable Requirements:	<p>Holds or is working towards a relevant post-graduate tertiary qualification</p> <p>Member of relevant professional nursing organisation</p>

NB. 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:

Functioning as an advanced clinical practitioner and providing direct, advisory, support and educational services within the Launceston General Hospital Operating Room Suite, the Clinical Nurse Consultant Equipment and Materials Operating Room Suite (EMORS):

- Provides expert contemporary clinical advice, leadership and education in the provision of equipment and materials and the maintenance of a safe perioperative environment across the Operating Room Suite.
- Undertakes a leadership role in ensuring that clinical equipment and materials services meet quality and safety standards and are in accordance with agency performance objectives and expectations.
- Facilitates the development and maintenance of strong communication links both within the Operating Room Suite and with associated health service providers, product evaluation committee, consumers and other key groups to ensure effective and cost-efficient equipment and materials management.
- In consultation with the Nurse Unit Manager - Operating Room Suite (ORS) and Clinical Nurse Educators (CNE), provides direction and coordinates the clinical, management, education and research functions related to stock and products and provide guidance and day to day operational supervision for non-clinical support members of the perioperative services team.

Duties:

1. Provide advanced nursing leadership and direction in the coordination, provision, planning and development of equipment and materials purchase and evaluation.
2. Support the Nurse Unit Manager - ORS by contributing to the monitoring, management and evaluation of resources, inclusive of financial and physical resources, for the Theatre suite.
3. Receive and assess requests from operational and clinical staff for provision of appropriate equipment and materials provision for patients.
4. In keeping with best practice principles and legal requirements, deliver and display an advanced level of clinical expertise in the assessment and provision of clinical equipment.
5. Develop, implement and evaluate ongoing quality improvement and client safety activities to ensure quality and safety improvement processes are in place and acted upon.
6. Lead practice and research which contributes to high standards of client care resulting in the development of policy documents that will guide and inform evidence-based acute nursing practice, and initiate the review, development and implementation of clinical policy and guidelines to support best practice.
7. Support clinical education and training for Nursing, Medical, Operational and Allied Health Professional staff by coordinating and facilitating training for staff in relation to equipment and materials used within the environs of the Operating Room Suite in consultation with the ORS CNE's and Sterilising Department NUM.
8. Maintain professional development through reflective practice and participation in continuous learning activities including networking and engaging with local and national colleagues and participating in an annual performance development program.

9. As a leader in nursing, promote a professional focus and environment conducive to innovation and change, and represent the ORS and the Agency on working parties, interdepartmental committees and state and national committees as required.
10. Monitor and liaise with the Sterilising Department and other external partners regarding equipment hire, tracking, ensuring compliance reports are provided.
11. 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:

The Clinical Nurse Consultant Equipment and Materials Operating Room Suite will:

- Practice in accordance with the Nursing and Midwifery Board of Australia (NMBA) codes and guidelines for registered nurses/midwives.
- Operate with a high level of professional independence in the delivery of professional consultancy and clinical services, and is required to exercise initiative and professional judgement, with guidance, supervision and support from the Nurse Unit Manager - ORS.
- Be responsible and accountable for the provision of clinical education to ORS team members in the field of nursing equipment and materials management.
- Be responsible for the efficient coordination of operational aspects of all patient clinical equipment and material supply activities and contribute to the effectiveness of the LGH by providing authoritative advice on equipment and materials management issues.
- Proactively develop, lead and implement activities and programs which promote best practice and ensure compliance with National Standards. This includes being responsible for professional standards of nursing practice; developing, coordinating and participating in professional development opportunities; and participating in leading and promoting research activities.
- Provide day to day operational guidance and supervision of the work practices and behaviour of non-clinical support members of the perioperative services team, ensuring compliance with relevant perioperative standards.
- 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. Demonstrated advanced clinical operating theatre nursing expertise, together with highly developed clinical management and leadership skills to support best practice standards in relation to perioperative clinical equipment and materials purchase and use.
2. Demonstrated ability to identify the learning needs of operational and clinical staff in relation to equipment management and develop, deliver and evaluate education and promotional activities that effectively meet those needs in consultation and collaboration with ORS CNE's.
3. High level organisational, independent decision-making and problem-solving skills, including the demonstrated ability to effectively work autonomously to achieve specified outcomes.
4. Demonstrated experience or the ability to acquire skills in the coordination of human and material resources, together with knowledge of contemporary management practices, especially change management and best practice.
5. Demonstrated knowledge and experience in the use of information systems, analysis of statistical information and preparation of reports, experience in materials management and clinical equipment provision in a perioperative setting, with knowledge of goods receiving, storage and distribution functions.
6. Sound practical knowledge and understanding of work health and safety legislation, together with the ability to implement policies and procedures which promote safety and equity in the workplace.

Working Environment:

The Department of Surgery's 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 Perioperative wards/units 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](#).