1. THE ORGANISATION AND OUR MISSION

St Vincent’s Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 5,000 staff across 18 sites throughout Melbourne.

Part of Australia’s largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM’s mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent’s Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

Job Title: Perioperative Sessions Manager
Program: Surgical Services
Department: Perioperative Services
Reports to: Perioperative Services Manager
Industrial Agreement: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 or its successor
Classification: ZJ4 Clinical Nurse Consultant B
Position Type: Grade 4
Hours per week: 36 hours per week (0.94 EFT)

3. LOCAL WORK ENVIRONMENT

St Vincent’s Perioperative environment consists of 12 Operating Suites, a Post Anaesthetic Care Area and 3 Endoscopy Rooms. Working alongside the Sterile Processing Centre, Day Procedures and Endoscopy Centres the department undertakes over 12,000 procedures per year in a vast range of highly specialised and complex specialities over a 24 hour period, 7 days per week.

4. POSITION PURPOSE

The Perioperative Session Manager (PSM), will consult, coordinate and maintain the current theatre and endoscopy sessions and the implementation of new sessions. The PSM will monitor and evaluate theatre and endoscopy sessions composition to ensure sessions are utilised to full capacity and assist in patient flow between elective and emergency demand.

The position is located within the Perioperative Services team and is responsible for the co-ordination, monitoring and efficiency of the functions which result in well utilised theatre sessions. There are no direct reports and there is no direct budget responsibility in this role.

The PSM will have wide reaching relationships with diverse groups and will need to foster and nurture these for the benefit of patients accessing surgery in a timely manner. A strong focus on financial management, safe and timely access to care is required and the knowledge that the decision made by this position has an impact across the SVHM campus.

Data analysis and the provision of timely reports on utilisation, session vacancies, changes and backfill is essential for the success of both the Operating and Endoscopy areas.
5. POSITION DUTIES

- The PSM will function with a global view of the operating/procedural sessions at SVHM in direct collaboration with the Perioperative Services Manager. They will monitor, evaluate and improve theatre utilisation to meet activity targets for both elective and emergency procedures.
- In consultation with the relevant General Manager will assist with the effective management of surgeon leave and backfill for these sessions.
- This role also undertakes a range of other assignments to support the efficient management of theatre and endoscopy sessions and flow on effect on ward bed utilisation across SVHM including but not limited to:
  - Responsible for daily session utilisation report and presentation at TIER 1 Perioperative Services huddle including collection and analysis of utilisation data. Included in this is elective overruns and emergency presentations and utilisation of emergency list flagging any stoppages.
  - Assist with monitoring of utilisation of theatre/endoscopy sessions. Be actively involved in identifying underutilised capacity, session(s) and making suggestions to improve these.
  - Session availability and WIES planning projects.
  - Work with relevant PA to ensure notification of Surgeon session backfill plans.
  - Provision, evaluation and distribution of activity reports to Executive Director, General Manager Surgical Services, Elective Surgery Manager and Perioperative Services Manager.
  - Operate with an entrepreneurial “can do” attitude.
  - Ensure Perioperative grid/PAS is kept up to date post session changes.
  - Within the daily elective workload, incorporate the requirements of the non-elective surgery workload with Operating Suite Floor coordinators and the Access and Demand team as required.
  - Assist with coordinating the theatre booking process to achieve timely publication and ready availability of an accurate theatre list.
  - Work with the Elective Surgery Manager and Surgical Liaison Nurse group to ensure theatre session occupancy and recording of equipment to prevent any clashing of equipment.
  - Session planning during low activity periods to ensure sessions built as per bed plan.
  - Provide education to staff regarding the importance of data input, provide feedback to managers regarding anomalies.
  - Work with Decision Support Unit (DSU) team to build surgical scorecards for procedural performance measurement.
  - Perform other duties and responsibilities as directed by the Perioperative Services Manager.

6. INCUMBENT OBLIGATIONS

   General
   - Perform the duties of the position to the best of their ability and to a standard acceptable to SVHM.
   - Ensure all those in the area they manage, comply with all SVHM policies, procedures, by laws and directions.
   - Ensure all those in the area they manage, only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed.
   - Display adaptability and flexibility to meet the changing operational needs of the business.

   Clinical Quality and Safety
   - Ensure clinical care is undertaken within established procedures in order to provide safe clinical care for patients/residents, ensuring clinical risk is minimised.
   - Ensure clinical staff works within their approved scope of practice and at all times with appropriate supervision.
   - Ensure attendance at necessary training that enhances safety and quality of clinical care.
   - Promote a culture that supports learning and encourages reporting of errors.
   - Implement systems to identify and manage risks and to deal with and learn from incidents and complaints.
- Implement all facets of the SVHM safety and clinical quality programme within clinical area managed
- Collaborate with more senior levels of management to implement the SVHM safety and quality agenda
- Provide feedback to more senior management in relation to problems or issues that impact on safety and clinical quality.

**Person Centred Care**
- Ensure that consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers are aware of their rights responsibilities and how to provide feedback

**Health and Safety**
- Ensure all health and safety related policies, procedures and directions are complied with in the area they manage
- Undertake annual Fire and Emergency Training and comply with fire and emergency procedures
- Ensure that they treat others with respect, behaving professionally and in accordance with the SVHM Code of Conduct and undertaking annual Workplace Culture and Equity Training
- Participate in regular safety audits with Health and Safety Representatives and implement required improvements.

**Human Resource Management**
- Participate in orientation to their local work environment and attend the General Hospital Orientation program
- Undertake an annual performance review and are continually developed to reach their full potential
- Regularly take leave and do not accumulate excessive leave
- Continuously seek individual and team improvement and take responsibility for the introduction of any changes required to bring about such improvements.

**Financial management**
- Participate in the development of the annual budget allocation for the area managed.
- Ensure decision making remains within delegated authority

**7. INCUMBENT CAPABILITY REQUIREMENTS (Level 3)**

The incumbent of this position will be expected to possess the following core capabilities:

<table>
<thead>
<tr>
<th>Capability</th>
<th>Demonstrated behaviour</th>
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<tbody>
<tr>
<td>Personal</td>
<td></td>
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<tr>
<td>Personal effectiveness</td>
<td>Sets and measures team goals, driving pursuit of higher standards of practice</td>
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<tr>
<td>Learning Agility</td>
<td>Responds to new and complex situations by adjusting behaviour appropriately</td>
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<tr>
<td>Outcomes</td>
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<tr>
<td>Patient/Resident centred</td>
<td>Monitors satisfaction levels and proactively addresses issues</td>
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<tr>
<td>Innovation and Improvement</td>
<td>Anticipates problems and continuously improves systems and processes</td>
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<tr>
<td>Strategy</td>
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<tr>
<td>Driving Results</td>
<td>Takes ownership for performance of team results</td>
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<tr>
<td>Organisational Acumen</td>
<td>Uses information and organisational knowledge to make decisions and achieve results</td>
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<tr>
<td>People</td>
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</tr>
<tr>
<td>Working with and Managing others</td>
<td>Leads others and shares responsibilities, providing support and effective communication</td>
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<tr>
<td>Collaboration</td>
<td>Operates Cross functionally and develops constructive relationships across the organisation</td>
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8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Degree in general nursing which meets the registration requirements of the Nursing and Midwifery Board of Australia
- Current practicing certificate - that meets the registration requirements of the Nursing and Midwifery Board of Australia

8.2 OTHER ESSENTIAL REQUIREMENTS

- Experience in relevant area of Perioperative nursing
- Advanced clinical nursing skills
- Experience in managing a work area and a department
- Leadership qualities with proven ability to direct, enthuse and encourage a multidisciplinary team
- Demonstrated understanding of the organisational budgetary structure
- Demonstrated organisational ability
- Demonstrated written & verbal communication skills which allows for effective communication with patients, visitors and staff at all levels
- Demonstrated ability to assist and support change
- Knowledge of, and commitment to continuous quality improvement
- Commitment to ongoing educational and professional development
- Commitment to the Values and Health Care philosophy of the Sisters of Charity
- Understanding of the National Safety and Quality Health Service Standards
- Commitment to ongoing educational and professional development.

8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Post registration qualification in relevant area of specialty

9. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

10. AGREEMENT

General

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, If I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Name: 

__________________________________________

Signature: 

__________________________________________

Date: 

__________________________________________