

Position Description

Position	Acute Associate Charge Nurse Manager (AACNM)
Team / Service	Operating Theatre
Group	Hospital Flow Group
District	Capital, Coast & Hutt Valley
Responsible to	Service Manager
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from Capital and Coast hospital.

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast.

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai ‘Can do’: Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
 Kotahitanga – Connection, unity, equity
 Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Service Perspective

Theatre services are provided on two sites, Wellington and Kenepuru. Wellington provides twenty four hour acute surgery services whereas Kenepuru provides elective procedures only.

Wellington Hospital has sixteen operating theatres which provides tertiary services to all of the main specialties. These include orthopaedic, general surgery, vascular, paediatric, gynaecology, obstetric, ENT, ophthalmic, neurosurgery, urology, cardiothoracic, renal and obstetric.

Operating theatre services ensure that there is a multidisciplinary team approach to providing patient care.

Purpose of the role

This position is responsible for the leadership and management of acute patient surgery coordination within the Operating Theatre. The Acute Associate Charge Nurse Manager (AACNM) will ensure efficient and effective management of acute surgical patient's referrals across the site at Te Whatu Ora – Capital, Coast. The AACNM is responsible for promoting and leading excellence in clinical practice and ensuring the provision of high quality nursing care for acute surgical patients in line with the vision and values of Te Whatu Ora – Capital, Coast.

The role requires the coordination of patients prior to arriving in the theatre suite and includes working collaboratively with all Specialty Nurse Leaders, Theatre Coordinators, Clinical Nurse Managers, Operations Managers, Elective Services and Duty Nurse Managers to compliment care delivery by providing expert senior nursing advice.

The proactive management of acute demand and bed management will support an improved patient care experience and reduce wasted resources, for example, the inadequate interpretation of patient categories and non-compliance with the triage of patient prioritisation inadvertently leads to poor utilisation of capacity and staffing resources and reduction of theatre throughput.

Therefore it is the responsibility of the AACNM to identify the numerous factors in the perioperative setting that influence the utilisation of time in theatre such as surgical scheduling accuracy, starting on time, minimising procedure time variation (taking into consideration the complexity of the procedure), turnover time, inter-operative delays and bed management. In addition, the training of junior surgical and anaesthetic staff may affect theatre productivity.

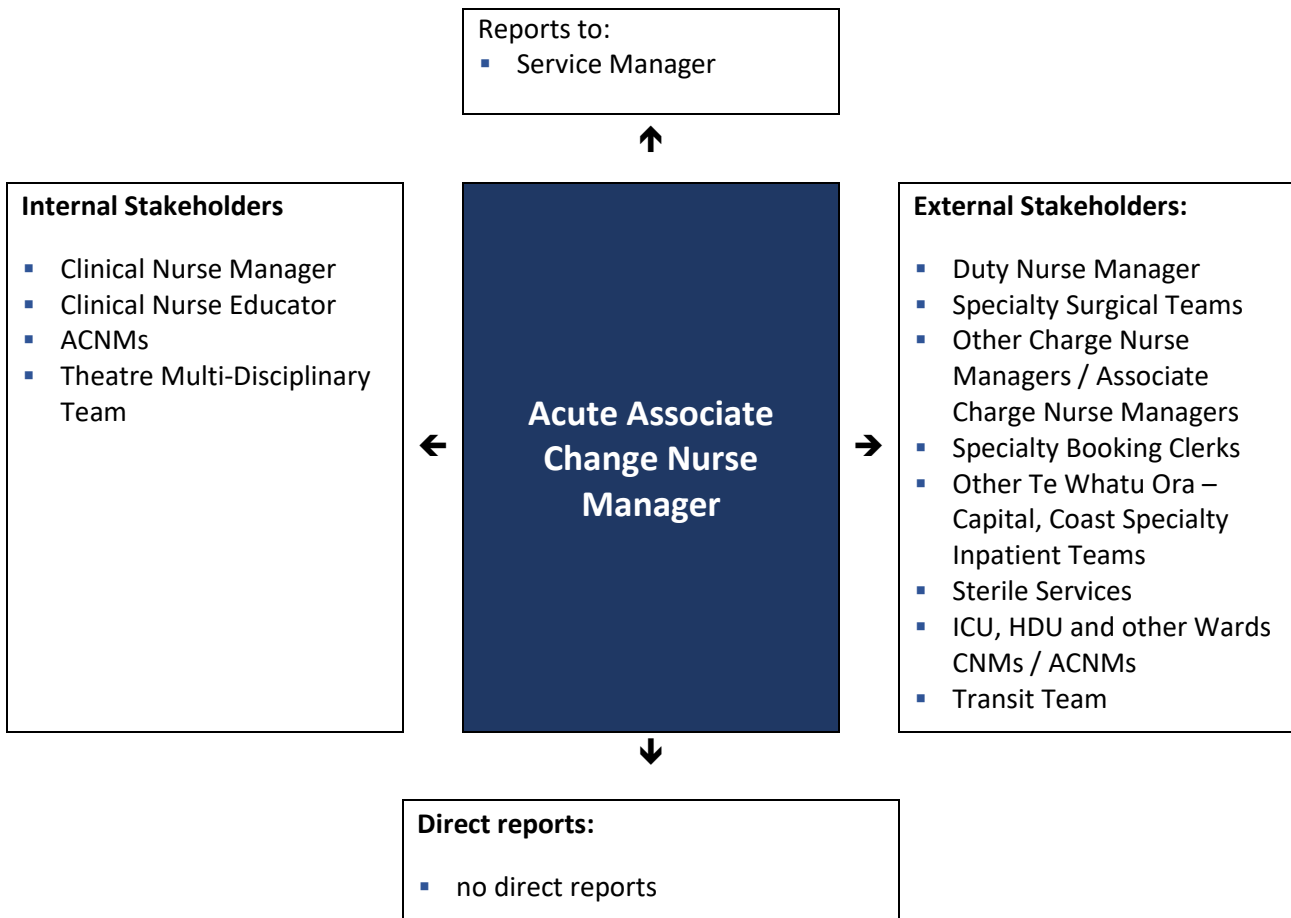
Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Technical outcomes / accountabilities	<ul style="list-style-type: none"> ▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation ▪ Builds appropriate rapport ▪ Builds constructive and effective relationships ▪ Uses diplomacy and tact ▪ Can diffuse even high-tension situations comfortably
2. Leadership	<ul style="list-style-type: none"> ▪ Can marshal resources (people, funding, material, support) to get things done ▪ Can orchestrate multiple activities at once to accomplish a goal ▪ Uses resources effectively and efficiently ▪ Arranges information and files in a useful manner ▪ Accountable for efficient and timely management of acute and acute arranged patient within the Operating Theatre ▪ Ensure the first patient for each acute theatre is identified early, properly prepared and surgeons available ▪ Works closely with the Duty Manager to ensure flow and bed block with patient awaiting acute theatre is managed effectively. ▪ Where appropriate, construct acute arranged lists in conjunction with surgeons ▪ Attend daily service planning meetings across specialties to assist with list management plans ▪ Oversee development of pre-operative patient information is correct, easy to understand and up-to-date ▪ Identifying potential clashes in terms of ICU bed access or equipment disruptions to acute list and managing these ▪ Identify opportunities for improvement and work collaboratively to facilitate change ▪ Identify early in the day those patients who will not receive surgery to allow feeding, hydration and / or discharge. ▪ Reduce number of patients waiting for surgery in inpatient beds by developing services that support increased throughput ▪ Actively participate and promotes the practices that facilitate evidence based practice strategies , i.e. safe transfer of patients ▪ Respond positively to requests for assistance, demonstrating adaptability and willingness ▪ Produce work that complies with Te Whatu Ora – Capital, Coast processes and reflects best practice ▪ Engage in quality improvement process to ensure better health outcomes ▪ Utilise health questionnaire to help facilitate / screen patient in preparation for surgery. ▪ Ensure accurate entry and appropriateness of data captured for acute surgical procedures from the whiteboard, MAP, etc.

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> ▪ Work collaboratively with Service Coordinators to ensure information provided on the theatre list ensures accurate list preparation and reduce unnecessary delay or last minute cancellations
3.Stakeholder engagement	<ul style="list-style-type: none"> ▪ Liaises with Clinical Nurse Manager and Theatre Patient Flow Coordinator to ensure patients are prepared on time and in the order that has been agreed ▪ Works with senior management and services to manage acute lists ▪ Liaise with Anaesthetists for patients that may require further anaesthetic review ▪ Works closely with ward staff, SMO or RMO to ensure patients are prepared for surgery – consents signed, surgical site marked, health questionnaire completed and documentation is in order
4. Continuous improvement and innovation	<ul style="list-style-type: none"> ▪ Establish a culture of continuous improvement, ensuring linked and cohesive 2DHB view of the support services function that identifies opportunities and co-designs innovative solutions to meet the changing needs, from local customers through to district services or whole sector.
5. Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▪ Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to ▪ Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance ▪ Cultural competence is grown across the team, supporting inclusion and partnership.
6. Health & Safety	<ul style="list-style-type: none"> ▪ Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature ▪ Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. ▪ Maintain a proactive culture of Health & Safety supported by systems. ▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Interpersonal Savvy	<ul style="list-style-type: none"> Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation Builds appropriate rapport Builds constructive and effective relationships Uses diplomacy and tact Can diffuse even high-tension situations comfortably
Organising	<ul style="list-style-type: none"> Can marshal resources (people, funding, material, support) to get things done Can orchestrate multiple activities at once to accomplish a goal Uses resources effectively and efficiently Arranges information and files in a useful manner
Planning	<ul style="list-style-type: none"> Accurately scopes out length and difficulty of tasks and projects Sets objectives and goals

Competency	Behaviours
	<ul style="list-style-type: none"> ▪ Breaks down work into the process steps ▪ Develops schedules and task/people assignments ▪ Anticipates and adjusts for problems and roadblocks ▪ Measures performance against goals ▪ Evaluates results
Decision Quality	<ul style="list-style-type: none"> ▪ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement ▪ Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time ▪ Sought out by others for advice and solutions
Problem Solving	<ul style="list-style-type: none"> ▪ Uses rigorous logic and methods to solve difficult problems with effective solutions ▪ Probes all fruitful sources for answers ▪ Can see hidden problems' ▪ Is excellent at honest analysis ▪ Looks beyond the obvious and doesn't stop at the first answer
Quality & Innovation	<ul style="list-style-type: none"> ▪ Provides quality service to those who rely on one's work. ▪ Looks for ways to improve work processes - suggests new ideas and approaches. ▪ Explores and trials ideas and suggestions for improvement made by others. ▪ Shows commitment to continuous learning and performance development.
Negotiating	<ul style="list-style-type: none"> ▪ Can negotiate skilfully in tough situations with both internal and external groups; ▪ Can settle differences with minimum noise; ▪ Can win concessions without damaging relationships; ▪ Can be both direct and forceful as well as diplomatic; ▪ Gains trust quickly of other parties to the negotiations; ▪ Has a good sense of timing

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Strong and successful experience in leading and delivering on patient care
- Record of working successfully with the acute and wider specialities
- Extensive experience and knowledge of the wider hospital dealings, especially after h9urs

B. Essential Professional Qualifications / Accreditations / Registrations:

- A tertiary qualification and significant work experience in a related field
- Current practicing certificate

C. Someone well-suited to the role will place a high value on the following:

- Building, developing and maintaining close working relationships
- Promoting a shared set of values and advocating for professional and organisational initiatives
- Continuous quality improvement
- Attention to providing best quality care

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed