



Anaesthetics, PACU and Operating Theatre Assistant Nurse Unit Manager Level 2 - Operating Theatres (Full Time)

Location: Sydney Adventist Hospital

- Be a part of the 'SAN'- 115 years of caring for patients and staff
- Be genuinely appreciated and developed
- Be challenged in a positive way

About the 'SAN'

Sydney Adventist Hospital, still fondly referred to as the 'San', is an acute-care private hospital employing over 2400 staff, 460 volunteers and 1,100 accredited medical officers. We are the largest not-for-profit private hospital in NSW with capacity for over 550 licensed overnight beds.

Our Mission

Caring for patients' needs has been our motivation for almost over 115 years and remains the first priority of Sydney Adventist Hospital today. This is reflected in the mission statement:

"Christianity in Action – caring for the body, mind and spirit of our patients, colleagues, community and ourselves."

Our Perioperative Service

The San offers the latest in Perioperative Services, technology and facilities, including 19 operating theatre and 4 endoscopy suites, 3 cardiac catheterisation laboratories, intensive care and coronary care units, a renal dialysis unit, day infusion unit, and dedicated units for adults and children's sleep disorders.

Advanced technologies implemented in recent years include Australia's first X and Xi DaVinci Surgical Robot's, NSW's first MAKO orthopedic robot, and the new state-of-the-art Hybrid operating theatre.

About the role(s)

We are currently seeking to appoint an **Anaesthetic, PACU and Operating Theatre Assistant (OTA) Nurse Unit Manager**, who reports to the Operating Theatre Manager.

As part of the Perioperative Management team you will be involved in maintaining and enhancing a culture of quality, safety and patient focused care, utilising best clinical practice. The successful candidate will have responsibility for daily operational management, staff allocations and workforce planning and development of the Anaesthetics, PACU and OTA departments, focussing on maximising operational efficiency and ensuring provision of the highest quality of patient care.

Key Accountabilities

- Coordination and supervision of the nursing staff and support staff to ensure the highest level of nursing care is delivered and standards are achieved and practices comply with all State and Commonwealth legislation and AHCL policies.
- Provides leadership to the team in-line with the Mission to achieve organisational and departmental goals towards a culture of success.
- Maintains effective communication with all departments, doctors, staff, and patients.
- Ability to effectively interact with team members, peers and management to achieve the ward/team/hospital goals.
- Responsible for actioning, analysing, reporting and controlling unfavourable variances for the operating and capital budget within the control of the manager.
- Responsible for recruitment, selection and retention of staff following Director approval.
- Responsible for rostering and daily allocation to ensure skill mix is appropriate to achieve a quality level of clinical care and staffing KPI's.
- Ensuring the timely completion of ANSOS OneStaff on daily basis.
- Responsible for the active management of incidents (patients and staff) undertaking documentation in Riskman, taking corrective and preventative action as required.
- Ensures that all staff attend orientation and maintain their mandatory competency levels as per specific area requirements as detailed by Professional Recognition Program (PRP).
- In conjunction with the Operating Theatre Assistant Shift Coordinators and Biomedical Engineering, oversee, coordinate and manage the efficient and serviceable running of the Operating Theatre equipment by establishing a reporting and action process to manage procurement, repairs, returns and allocations to Operating Theatre Lists.
- Ensures compliance with WHS standards and promotes safe work practices.
- Promotes participation in the ongoing quality management program. Lead a culture in the department to ensure
 - Patient safety
 - A culture of success
 - An environment free from bullying and harassment.

Essential Criteria:

- Registered Nurse with current AHPRA registration.
- Minimum 5 years post graduate Anaesthetic and PACU Perioperative Nursing experience.
- Demonstrated high level of Perioperative / Anaesthetic / PACU clinical knowledge and skills.
- Previous experience in a management or team leader role.
- Proven ability to work both independently and collaboratively as part of a multi-disciplinary team.
- Demonstrated leadership, negotiating and interpersonal communication skills.
- Flexible work practices to meet changing needs with the ability to prioritise workload in line with competing demands.
- Demonstrated professional manner when working within complex situations.
- Demonstrated ability to personally adapt and grow to meet the dynamic needs of a busy Anaesthetic and PACU departments.
- Ability to promote a positive approach to change.

Desirable Criteria:

- Previous experience in the rostering and allocation of nursing staff.
- Previous experience in Anaesthetic / PACU nurse leadership role (NUM, Clinical Nurse Educator / CNS).
- Post graduate qualifications in management or working towards same.

For further enquiries

For more information please contact David Billings, Operating Theatre Manager on 0418 638 603 or email david.billings@sah.org.au

To apply

Please forward your application including a cover letter addressing the selection criteria and an up-to-date resume to david.billings@sah.org.au. You must be prepared to provide two current work-related referees.

The closing date for applications is 21 April 2019. Applicants must have rights to work in Australia preferably Australian Citizenship or Permanent Residency.

The following checks will be carried out on all prospective employees applying for positions that have been identified as working with children - national criminal record; apprehended violence orders; and completed disciplinary proceedings in previous employment.

"CHRISTIANITY IN ACTION" www.sah.org.au