

## POSITION DESCRIPTION

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|--------------------------------------|--------------------------------------------------------------------------|
| <b>Position Title</b>                | <b>Perioperative Associate Nurse Director – Scrub Scout &amp; CSSD</b>   |
| <b>Reports to (Title)</b>            | <b>Nurse Director – Perioperative Services</b>                           |
| <b>Group Director/ Chief</b>         | <b>Group Director of Nursing and Clinical Education</b>                  |
| <b>Department</b>                    | <b>Perioperative Services</b>                                            |
| <b>Position Location</b>             | <b>183 Wattletree Rd, Malvern</b>                                        |
| <b>Award/Agreement</b>               | <b>Salary &amp; Conditions in accordance with Contract of Employment</b> |
| <b>Delegation of Authority Level</b> |                                                                          |

### Position Summary & Role Purpose

The Associate Nurse Director – Scrub Scout & CSSD Services provides strategic, clinical and operational leadership for Scrub Scout Services and the Central Sterilising Services Department (CSSD) across Cabrini Perioperative Services.

The Associate Nurse Director is accountable for the delivery of safe, high-quality perioperative nursing care and sterile services that support surgical activity across the organisation. The role provides professional nursing leadership and is accountable for clinical governance, standards of practice, workforce capability, quality improvement, risk management, and the effective stewardship of human and material resources within their portfolio.

Working collaboratively with the Nurse Director Perioperative Services, surgeons, anaesthetists, CSSD leaders and multidisciplinary stakeholders, the Associate Nurse Director supports surgical service delivery, operational excellence, workforce development and an outstanding patient experience.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

- Build and sustain a high-performing, engaged and accountable team.
- Provide visible leadership, coaching and mentoring to direct reports, supporting their development, wellbeing and performance.
- Implement contemporary workforce strategies that strengthen recruitment, retention, succession planning, capability and performance.
- Identify, lead and evaluate theatre optimisation initiatives that improve utilisation, efficiency, patient flow and operational performance.
- Develop and manage operational budgets within delegated authority, ensuring sound financial stewardship, due diligence and accountability.
- Lead and monitor workforce strategies that strengthen recruitment, retention, performance, capability and succession planning.
- Manage patient complaints and concerns in conjunction with the Nurse Managers and other relevant teams in the organisation when required.
- Ensuring hospital policies, procedures and protocols are developed and implemented to support and improve practice, and outcomes are monitored and evaluated
- Foster a culture of continuous improvement, supporting staff to lead and participate in initiatives that improve safety, quality, efficiency and patient experience. Use

contemporary research, performance data, benchmarking and professional expertise to inform decisions and drive service improvement.

### **1.2 Operational Responsibilities**

- Partner with the Perioperative Nurse Director to optimise theatre session utilisation, capacity and operational performance.
- Build and maintain collaborative, respectful relationships with surgeons, anaesthetists and relevant medical specialty groups.
- Lead labour efficiency across the service by aligning workforce deployment and skill mix with activity, acuity and operational demand, while maintaining safe staffing, quality care and agreed financial targets.
- Ensures policies, procedures and protocols that govern perioperative nursing practice comply with legislative and regulatory requirements, AS 5369:2023 and the Australian College of Operating Room Nurses (ACORN) standards
- Partner with the Perioperative Nurse Director to develop and prioritise the capital expenditure budget across all perioperative service areas.
- Partner with Perioperative and Education leaders to identify and implement opportunities that strengthen workforce capability, support professional development and improve productivity
- Participate and present at monthly service and team meetings.
- Lead and optimise monthly performance reporting against agreed key performance indicators, identifying trends, risks and opportunities for improvement.
- Ensure timely review and follow-up of patient incidents and clinical outcomes, with appropriate actions implemented, monitored and managed in accordance with organisational policy.
- Ensure annual quality improvement plans are developed and reviewed quarterly, working collaboratively with the Perioperative Leadership and Quality team to deliver high-quality patient care and sustained service improvement.
- Other duties requested by nurse director

### **1.3 Resource Management**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter

### **1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

## **2. Work Health and Safety**

Cabrini is committed to providing work environments which are physically and psychosocially healthy and safe for all employees, contractors, volunteers, students, patients, residents, customers and visitors.

All employees are personally responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions.

Employees shall comply with and apply the processes defined in the Cabrini Work Health and Safety Management System. This system enshrines a risk management approach to all work health and safety

issues, including a structured method for controlling (eliminating or minimising) work health and safety risks.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

### **3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high-quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

#### **Organisational Relationships**

- Reports directly to the Nurse Director Perioperative Services
- Maintains a close collaborative working relationship with members of the Perioperative Services Department, Cath Lab and Theatre Nurse Managers other Nurse Directors and other organisational leaders.

#### **Committee Membership**

**Associate Nurse Director – S/S and CSSD will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- As directed by the Nurse Director Perioperative Services

#### **Staff Development**

**Associate Nurse Director – S/S and CSSD will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program within the Clinical Education team
- Participating in performance reviews in accordance with Cabrini policy

#### **Key Competencies**

**Associate Nurse Director –S/S and CSSD demonstrate the following requirements:**

##### **ESSENTIAL**

##### **Educational/Vocational**

- Bachelor of Nursing
- Post graduate certificate in Perioperative Nursing
- Certificate in leadership and Management.

##### **Registration**

- Current unrestricted registration as a Registered Nurse with APHRA

##### **Experience**

- Current experience with a minimum of 3 years as a Theatre Manager
- 7 years minimum scrub scout theatre experience
- Effective leadership skills and management in perioperative nursing

## Knowledge

- AS 5369:2023 cleaning disinfecting and sterilizing reusable medical devices and other equipment.
- Knowledge of the application of private health care funds
- Understanding of the requirements of the *Nurse Act 1993 (Vic)* and the ANMC National Competencies
- Knowledge of the Commonwealth and State legislation and accreditations
- Knowledge in leading services in times of organisational change

## Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

## Cabrini Mission, Values and Behaviours that Matter

### Our mission

#### WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

#### WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

#### WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

### Our values

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

#### Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

#### Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

#### Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

## Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

### Behaviours that matter

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

### We are committed to safety and quality:

| Behaviours that matter                                                 | Unacceptable behaviours                                                                        |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| We put patient/resident safety first                                   | We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents |
| We ask questions to understand the problem                             | We jump to conclusions and look for someone to blame                                           |
| We admit when we make a mistake and seek a solution                    | We try to cover up or make excuses for mistakes                                                |
| We look for opportunities to improve our care and services             | We resist or sabotage change                                                                   |
| We speak up when we see behaviour that is inconsistent with our values | We encourage or participate in poor behaviour                                                  |

### We are here to provide service:

| Behaviours that matter                                    | Unacceptable behaviours                    |
|-----------------------------------------------------------|--------------------------------------------|
| We greet everyone warmly                                  | We are rude or discourteous                |
| We are always kind and caring                             | We are arrogant or demeaning               |
| We give our full attention to the person speaking to us   | We are distracted, impatient or dismissive |
| We communicate openly, sensitively and in a timely manner | We are dominating, abrupt or sarcastic     |

### We work together to achieve the best outcome:

| Behaviours that matter                                             | Unacceptable behaviours                                               |
|--------------------------------------------------------------------|-----------------------------------------------------------------------|
| We are quick to offer help without waiting to be asked             | We refuse to help even when it is clearly required                    |
| We share information readily to promote the best care and services | We withhold information or are competitive to the detriment of others |
| We do as we say we will                                            | We are unreliable or inconsistent                                     |

|                                     |                                                                    |
|-------------------------------------|--------------------------------------------------------------------|
| We encourage and support each other | We berate or humiliate others                                      |
| We give praise for a job well done  | We are excessively critical or devalue the contributions of others |

**We exhibit a positive attitude:**

| Behaviours that matter                         | Unacceptable behaviours                                     |
|------------------------------------------------|-------------------------------------------------------------|
| We approach our day with energy and enthusiasm | We are negative or apathetic                                |
| We look for the best in people                 | We are judgemental and put others down                      |
| We take pride in our personal appearance       | We look dishevelled, dirty or have offensive personal odour |

**We want to build a just and sustainable community:**

| Behaviours that matter                            | Unacceptable behaviours           |
|---------------------------------------------------|-----------------------------------|
| We treat each other fairly                        | We are hostile or abuse our power |
| We use our resources responsibly                  | We are wasteful or extravagant    |
| We consider the environmental impact of all we do | We are thoughtless or careless    |

**APPROVAL**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**