



Position Description

Position title:	Loans and Implant Coordinator	Date:	November 2023
Reports to:	Associate Theatre Manager	Department:	Theatre
Number of reports:	Direct: NA Total (include indirect):	Location:	
Delegated financial authority:	NA	Budget ownership:	No
Level of influence:	Leading self		

Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
To help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in Aotearoa New Zealand.

Values and Behaviours

Teamwork: We will work together because we know that a strong team will always outperform strong individuals.

Responsibility: We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

Respect: We will act fairly in a culture of mutual trust and respect.

Aspiration: We will aspire to be the best we can be. We will recognise and celebrate success.

Role Purpose

The purpose of this position is the effective coordination and management of incoming and outgoing loan sets and consignment implants/items from suppliers and other hospitals.

To ensure loans sets/items are processed in accordance with all current standards and Infection control policies.

Key Relationships

Internal

- General Manager
- Theatre Coordinator
- Theatre Services Manager
- Clinical Nurse Leads- Theatre
- Sterile Services team leader and Team Members
- Hospital Support Staff

External

- Loan Company Suppliers
- External Hospitals

Key Accountabilities

Management of Loan Surgical Equipment, Supplies and Distribution

- Check loan instrument white board for orthopaedic requirements
- Liaise with suppliers to ensure inbound sets are received in a timely manner to allow time for processing.
- Check all sets with accuracy against the supplier's checklists provided. (all sets must be accompanied with checklist)
- Follow-up with suppliers if:
 - No check list provided
 - no instruction for use (IFU) are provided
 - serial numbers of instruments in sets to don't match the checklists provided
- Consult Orthopaedic team leaders to confirm details if there is any variation in sets or documents received to confirm details.
- Adhere to quality assurance policies/procedures for instruments re-processing.
- Maintain high skill level aseptic techniques and infection control
- Record, obtain and deliver requested instruments in a timely manner to CSSD

- Precept any new assigned instrumentation and ensure Instruction for use are provided
- Receive requested sets with supplier's documentation (checklists) and record arrival on whiteboard
- All sterile implants to be placed on appropriate trolley
- a label indicating surgeon's name and date of use
- Ensure heavy sets are split down into manageable weights (no more than 7 kg) prior to wrapping.
- Decontaminate all instruments prior to packing
- Label all sets with the appropriate information prior to sterilisation

Post-Surgery

- Ensure loan sets are decontaminated
- Ensure sets are checked against supplier's checklists
- Dispatch all loan sets to suppliers in a timely manner.
- Perform work-related duties such as general area housekeeping, record-keeping, receiving and answering phone requests

Continuous quality improvement

- Complies with audit requirements
- Contributes to information systems, processes and documents that support effective service delivery
- Ensures compliance to sterilisation standards AS/NZS 4187: 20014.
- Ensures compliance with Southern Cross Hospitals Infection control standards
- Meets requirements for documentation
- Seeks ways to improve service delivery

Relationship Management

- Ensures service delivery is enhanced through collaboration and teamwork
- Works well with internal and external customers
- Fosters a culture of success
- Consistently demonstrates organizational values, sound principles, personal ethics and maintains professional standards at all times
- Demonstrates customer service orientation
- Builds co-operative and effective relationships with OR team and wider hospital team and external providers

Health, Safety and Wellbeing

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Actively participate where improvements to health and safety at SCHL can be made

Commitment to the principles of Te Tiriti o Waitangi

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

Commitment to Diversity, Equity and Inclusion (DEI)

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

Commitment to Environment, Social and Governance (ESG)

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

Role Requirements

Experience and skills required:

- [Minimum experience in years]
- Quality assurance/control knowledge
- Competent computer skills specifically in MS Windows
- Flexibility

Experience and skills desirable:

- Understanding of function areas of Sterile Supply Services
- Loan coordinator experience

Education and qualifications required:

- [Minimum education/qualifications]

Education and qualifications desirable:

- Relevant Tertiary Qualification
- Theatre or SSD experience

Leadership Attributes

Human Centred Leadership

- Empathy
- Adaptability
- Connection

Performance Coach

- Accountability
- Engagement
- Collaboration

Change Enabler

- Execution
- Energy
- Contribution