**Department/Unit/Area:**

Surgical Services

**Lines of Responsibility:**

Chief Nursing Officer, Chief Executive Officer

**Position Summary:**

Responsible and accountable for the delivery of safe, effective, direct and indirect, patient-family centered care through the continuum of perioperative care to include

* outpatient surgery (e.g., preoperative, special procedures, outpatient care)
* preoperative
* operating room
* post anesthesia care
* gastrointestinal
* sterile processing

**Position Accountability:**

1. Promote the mission, vision, and values of the organization.
2. Create and convey the mission and vision of perioperative services with the assistance of the management team.
3. Manage perioperative services both operationally and fiscally.
4. Verify that perioperative personnel provide safe and effective patient-centered care.
5. Assist perioperative management personnel with incorporating evidence-based knowledge into decisions for the provision of safe, patient-centered care in perioperative services.
6. Assist perioperative management personnel in evaluating practice and creating strategies for further improvement.
7. Verify that educational resources are available for perioperative services personnel and hold personnel accountable for compliance with established standards.
8. Coordinate, facilitate, and manage change within perioperative services and the health care organization.
9. Demonstrate effective communication, consultation, negotiation, and collaboration skills with members of the perioperative team and other stakeholders.
10. Collect and analyze data related to quality or performance improvement projects relative to perioperative services.
11. Use effective conflict resolution techniques.
12. Facilitate or serve as a member of a multidisciplinary team in planning perioperative patient care.
13. Evaluate perioperative management personnel performance.
14. Participate in interviews for perioperative management personnel selection.
15. Assess and convey to perioperative personnel the political climate within the organization.
16. Assist perioperative managers in verifying that necessary perioperative personnel, equipment, and supplies are available.
17. Verify perioperative services compliance with organizational policies and procedures and regulatory and accreditation standards.
18. Provide guidance, support, and constructive feedback to perioperative management team members and other team members as necessary.
19. Exhibit professional, interpersonal, and communication skills.
20. Pursue professional growth and participates in a professional organization.
21. Act as a patient advocate and maintain privacy and confidentiality of individuals and health information.

**Education/Licensure/Certification — Mandatory:**

* Graduate from an accredited school of nursing (Associates Degree in Nursing)
* Current Oklahoma RN license or e-NLC multistate license

**Qualifications**

**Required:**

* Three to Five years varied and progressive perioperative services experience
* Strong verbal and written communication skills
* Advanced computer skills (eg Microsoft® PowerPoint, Word, Excel)
* Basic Life Support (BLS) certification

**Preferred:**

* Two years progressive experience in health care administration with increasing level of administrative responsibility and authority
* Experience in staffing, budget, and finance
* Certified Nurse, Operating Room (CNOR) certification
* Advanced Cardiac Life Support (ACLS) certification
* Pediatric Advanced Life Support (PALS) certification, depending on patient population

**Working Conditions/Physical Requirements:**

* Physically demanding, high-stress environment
* Rare exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
* Full range of body motion
* Manual and finger dexterity
* Hand and eye coordination
* Sitting, standing, and walking for extensive periods of time
* Corrected vision and hearing to within normal range
* Frequently sitting at desk working on computer
* Working irregular hours

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| --- | --- | --- |
| Sitting | Occasionally 1-33% | 10 % of Working Hours |
| Walking | Continuously 67-100% | 80% of working Hours |
| Standing | Continuously 67-100% | 20% of working Hours |
| Bending | Frequently 34-66% | 30% of working Hours |
| Squatting | Occasionally 1-33% | 10% of working Hours |
| Climbing | Occasionally 1-33% | 10% of working Hours |
| Kneeling | Occasionally 1-33% | 10% of working Hours |
| Twisting | Occasionally 1-33% | 10% of working Hours |
| Lifting 0-50 lbs | Frequently 34-66% | 30% of working Hours |
| Lifting 50+ lbs | Frequently 34-66% | 30% of working Hours |
| Carry 0-50 lbs | Occasionally 1-33% | 10% of working Hours |
| Carry 50+ lbs | Occasionally 1-33% | 10% of working Hours |
| Pushing 0-500 lbs | Frequently 34-66% | 10% of working Hours |

|  |  |
| --- | --- |
| **Other Requirements:** | * Subject to electrical and flammable/explosive gas hazards. * May be exposed to infectious and contagious diseases. * May be in contact with patients under a wide variety of circumstances. * Able to handle emergency or crisis situations. * May occasionally be subjected to irregular hours. * May be exposed to respiratory risks and safety sensitive situations. * May be required to wear protective equipment as necessary. * Possesses problem solving skills of the type and at a level necessary to accomplish the job. * Demonstrates good time management and organizational skills. |
| **Visual and Hearing Requirements:** | Yes--Must be able to see with corrective eye wear  Yes--Must be able to hear clearly with assistance |

The above statements reflect the general details necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

The Health Care Professional will receive or have access to information about patient/client medical records ("Patient Information"), all of which is confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the EOMC, the Health Care Professional will return all Patient Information and other materials or property in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination.

Furthermore, the Health Care Professional will read and abide with the policies outlined in the “Orientation Handbook” and is responsible to comply with any revisions that are communicated. The “Orientation Handbook” describes important information about Eastern Oklahoma Medical Center; the Health Care Professional should consult their supervisor/HR Director regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor on behalf of EOMC. All duties and responsibilities contained in this job description are essential job functions.

**Health Care Professional Acknowledgement:**

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the department change. I further agree to notify my immediate supervisor, if I am unable to complete any of my job duties in a timely manner.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities

I have read, understood and had the opportunity to ask questions regarding this position description.

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**Date                           Employee Signature                 Employee Printed Name**