JOB DESCRIPTION

Position Title: Nurse Manager Surgical Services  
Department: Surgery  
Reports To: Chief Nursing Officer  
Date Revised: 05.22.2015  
Date Reviewed: 05.22.2015

DESCRIPTION OF POSITION

The nurse manager of surgical services is responsible for the day-to-day management of the operating room, recovery room, same day services, sterile processing, endoscopy, and infusion services. This includes scheduling, staffing, training, education, supplies, equipment, and departmental budget responsibilities. The position manages the daily operational activities of the surgical services department. This is a non-union position. Possible to spend 50% of overall duties performing patient care in surgical services department.

The above statement is intended to describe the nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

EDUCATION BACKGROUND AND EXPERIENCE

- Graduate of accredited school of nursing, BSN preferred
- Current WA State License
- Minimum 4 years OR management experience
- Minimum 5 years OR circulating nurse experience
- Current BLS, ACLS, & PALS certifications
- Previous management experience
- Scrub experience preferred
REQUIRED KNOWLEDGE AND SKILLS

Supports hospital mission and strategic vision; manages hospital resources appropriately; complies with hospital policies and programs; maintains skill levels, licenses, and certifications; complies with all state and federal compliance and HIPAA requirements; keeps lines of communication open between self and other hospital personnel; competent with computer programs; educator experience with ability to conduct staff in-services and develop education plans for all departments; familiarity with creating staff competencies; experience with development and revision of policies and procedures; experience with implementation of electronic medical record: Cerner; knowledgeable of operations, including staffing and scheduling, budget management, and workflow planning; able to perform nursing techniques and procedures including the nursing skills list and all documented nursing competencies as defined in their job descriptions; leadership ability with strong critical thinking skills, decisive judgement, and the ability to work independently; ability to prioritize and manage multiple projects effectively; excellent communication skills with ability to build teams with staff and physician partners; good interpersonal skills; familiar with Evidence Based Practice; experience with using every day technology tools (e.g. email, Microsoft Office, voicemail, internet/intranet to access, organize and store job-related information).

SUPERVISOR ESSENTIAL JOB FUNCTIONS

1. Meets hospital organizational responsibilities:
   a. Regularly attends Department Head and other scheduled meetings.
   b. Fulfills QI data collection requirement; participates in QI activities.
   c. Follows state regulations for department facilities and maintains Policy and Procedure manuals as required.
   d. Follows Human Resource policies regarding hiring procedures, timeliness of staff evaluations, and disciplinary actions.
   e. Follows all other hospital-wide policies and procedures (Infection Control, Employee Health, etc.).

2. Department Management and Management Skill Development:
   a. Attends management development seminars
   b. Participates in and supports other management activities
   c. Demonstrates growth in management skills such as time management, conflict management, problem solving, and decision making.
   d. Anticipates, plans, and implements staffing alternatives when needed.
   e. Fosters department harmony and staff development by utilizing effective communication methods and staff participation in department functions.
f. Participates in management council.
g. Ensures appropriate orientation and education of all new hospital employees and ensures department and staff are up-to-date on yearly orientation.

3. Financial Responsibilities:
a. Monitors monthly financial reports and utilizes them for staffing and supply adjustments.
b. Completes variance analysis forms as appropriate and in a timely manner.
c. Works with Materials Management for cost-effective methods to supply department.
d. Prepares and submits yearly budgets on time.

4. Organization Reporting Structure:
a. Staff relates department/job issues to Supervisor for follow-up.
b. Supervisor contacts Administrative Representative on issues of policy and performance and follows organizational chart to resolve those issues.

ESSENTIAL JOB FUNCTIONS

1. Schedules surgeries, procedures, and staff for most effective use of rooms and personnel available.
2. Plans for and adequately schedules staffing to provide timely, efficient, and safe care of each patient.
3. Plans and coordinates the ordering of supplies and equipment. Considers quality, cost, and safety requirements for the OR and the GI lab.
4. Follows all state and professional regulations for surgical safety, sanitation, and security.
5. Demonstrates leadership by ensuring continuing education and skills assessment and development of self and staff members. Plans and chairs Surgery Department Staff Meetings.
6. Maintains complete surgical, pathological, and implants records.

CONTINUING EDUCATION

1. Participates in developing and learning new procedures.
2. Participates in in-service, yearly orientation, and department meetings as required.
3. Maintains skill levels by reading current publications, bulletins, and trends.
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<thead>
<tr>
<th>Activity</th>
<th>Never (0%)</th>
<th>Seldom (1%-10%)</th>
<th>Occasionally (11%-33%)</th>
<th>Frequently (34%-66%)</th>
<th>Continuously (67%-100%)</th>
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<td>Sitting</td>
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<td>Standing</td>
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<td>Walking</td>
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<td>Bending/Stooping</td>
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<td>Crawling</td>
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<td>Twisting</td>
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<td>Squatting/Kneeling</td>
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<td>Climbing (Stairs/Ladders)</td>
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<td>Lifting 16-20 lbs.</td>
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<td>Carrying 20-25 lbs.</td>
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