



Job Documentation

JOB TITLE: OR / Surgery Manager	JOB CODE: 905
DEPARTMENT: Surgery	STATUS: Non-exempt
SUPERVISES: Surgical staff	ADDENDUMS: NA
REPORTS TO: CNO	EFFECTIVE DATE: 1/1/2021
	REVISED ON: 12/30/20

PRIMARY FUNCTIONS

Responsible for planning, organizing and managing of the operating room and affiliated areas. Supervises all nurses and technical personnel assigned to the unit. Supervises and coordinates the activities of personnel furnishing sterile and non-sterile supplies, equipment and services for the care and treatment of patients. Supervises central service technicians and other personnel assigned to the department. Provides nursing assessment, care and education to patients and their families. Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- Graduate of an accredited nursing program required
- Associate’s Degree in Nursing, Healthcare or related field required, bachelor’s degree preferred
- Three years healthcare experience required
- One-year supervisory experience required
- Cerner experience preferred

Certificates, Licensure, Registrations

- Currently licensed as a Registered Nurse (RN) the State of Nebraska
- Basic Life Support (BLS)
- Advanced Cardiac Life Support (ACLS)
- Neonatal Resuscitation Program (NRP)
- Pediatric Advanced Life Support (PALS)
- Completion of ongoing continuing education

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values



- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Supervises care of Operating Room and endoscopy suite and oversees equipment to ensure the necessary cleanliness and sterility and operational ability and availability of all medication, supplies and equipment.
- Assists Surgeons in operations through provision of qualified staff and supplies and equipment.
- Verifies that narcotics and controlled substances are ordered, counted and locked per hospital policy.
- Assists with scheduling surgeries and procedures. Responsible for staff scheduling and on call scheduling.
- Assures the pre-operative and post-operative needs of the surgical patient including labs & radiology testing are done and results are available. Do all preoperative patient teaching or assures it has been done.
- Makes follow up phone calls to patients after surgery if applicable.
- Ensures a listing of each current surgeon's privileges is available in the OR
- Creates and updates surgeon preference cards for procedures as needed
- Maintains and updates surgical policies and procedures
- Demonstrates knowledge of nursing theory and management demonstrates knowledge of disaster and emergency policies and procedures.

Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.



Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely (0-25% of day)	Occasionally (26-50% of day)	Frequently (51-75% of day)	Continuously (76-100% of day)	
Lift: light weight (0-20 lbs.)				X		
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch			X			
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read					X	
Talk/verbal skills					X	
Hear					X	
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date