



JOB DESCRIPTION

TITLE: Surgical Services Educator RN
DEPARTMENT: Surgery
REPORTS TO: Operating Room/Central Sterile Manager
FLSA: Non-Exempt

SUMMARY OF JOB:

In coordination with Surgical Services Leadership, establishes departmental goals in support of the hospital's mission, vision, values and strategic initiatives. Assesses and is directly responsible for the needs for the personnel of Surgical Services in regards to the orientation, professional development, competencies, and on-going educational needs. Serves as support to the entire staff and the Surgical Services leadership team. May function as a Charge RN when needs arise.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Demonstrates leadership responsibilities by:
 - a. Collaborating with Surgical Services leadership to:
 1. Helps to maintain policies, procedures and practice to match AORN, ASPAN, AMMI, SGNA, INS, and other national standards
 2. Develop, track, and organize orientation and competencies based off of evidenced based practice and updated literature
 3. Collaborating with Surgical Services leadership in reviewing evidence based practice and implementing change in performance improvement initiatives including safety, efficiency, and suitability of the environment of care
 4. Establishing and maintaining excellent working relationship with surgeons, other physicians, anesthesiologists, other directors, managers and staff.
 5. Keep a focus on building strong teams, competent and caring staff, improving processes, clinical excellence in patient care and a customer-oriented environment.
2. Develops Clinical Excellence in the Operating Room by:
 - a. Assisting to establish and monitor standards of professional care in accordance with Association of Operating Room Nurses (AORN) standards of care/practice

- b. Identifying areas for growth and moving forward with plans, actions, and evaluation of outcomes for permanent process improvement
 - c. Expecting accountability for National Standards of Care from staff, physicians, and management.
 - d. Being an mentor to others in practice of patient care
 - e. Manage Change daily with high quality leadership to help staff adapt effectively
3. The Educator will meet department educational needs by:
 - a. Developing and implementing new employee education and orientation for the surgical services department
 - b. Performing assessments of new employees and current staff in collaboration with management.
 - c. Developing and implementing EMR documentation training
 - d. Developing, coordinating, and maintaining orientation for practicum education and continuing education of surgical services personnel
 - e. Demonstrating leadership in managing education of staff on current standards and technology
 - f. Collaborate with the Education department to maintain staff competency requirements and certification documentation for surgical services personnel
 - g. Promote and provide evidenced based on-going professional development opportunities to the surgical services department
 - h. Organize and document "Just in time" education as needs arise
 - i. Track and document all mandatory and on-going educational offerings for attendance, participation, follow up, and on-going needs
4. The Educator will assist in patient care by:
 - a. Functioning as OR/CS Charge RN, Circulator, Scrub, or Assistant (dependent upon training and expertise) as needed following those specific job descriptions.
 - b. Assisting in flow of OR schedule by helping with patient care as needed
 - c. Ensuring accuracy of patient charges by educating staff on correct documentation processes in coordination with materials management.
 - d. Required to take minimum call if assigned
 - e. Effective/knowledgeable at educating staffing and patients in other areas of OR such as Pre-op, PACU, Procedure centers etc
5. Demonstrate effective, efficient Daily Operation management by:
 - a. Assisting Surgical Services leadership in facilitating OR schedule on a daily basis, making team assignments by making adjustments to accommodate add-on cases and absent personnel. (Daily assignments are made based upon staff competencies and needs.)
 - b. Reviewing the day's schedule for room and team assignments making adjustments to accommodate add-on cases and absent personnel
 - c. Using the nursing process to efficiently coordinate the addition of cases to the current day's surgery schedule in conjunction with anesthesia and supervises the pulling of case preference cards from the EMR system for these add on cases
 - d. Communicating on an on-going basis with Surgical Services leadership, as well as, PAT, Pre-Op, PACU, the scheduling coordinator, clerical staff, CS, OR teams, surgeons and anesthesiologists as needs arise
 - e. Maintaining a calm, quiet, strong, in-charge professional demeanor at all times thereby influencing the staff, physicians, and patient's perception in high stress situations and of the departmental leadership's standards.
6. Fulfills duties of OR/CS Manager as needed
7. Other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Requires current, unrestricted licensure as a Registered Nurse in the State of Colorado; 5+ years OR experience, BSN, and certification required.

1-2 years OR leadership experience preferred.

OR

equivalent combination of education and experience.

SPECIAL SKILLS:

10-key (by touch)

CERTIFICATES/LICENSES:

Current BLS

ACLS within 3 months of hire

PALS within 3 months of hire

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand each fifty percent of the time; be able to walk regularly, have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

Attends annual compliance and privacy training and will report any behaviors of fraud or conflict of interest

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

RESTRICTED ACCESS: A workforce member with restricted access will have limited access to protected health information as described in the job description only as needed to perform job duties. A workforce member in this category may not access a patient's entire record, except when the access is specifically identified as the amount that is reasonably necessary to perform the staff person's job duties.

UNRESTRICTED ACCESS – A workforce member with unrestricted access will have full access to protected health information, including a patient's entire record, for accomplishing intended purposes.

NO ACCESS - a workforce member whose job duties do not require any access to protected health information will be prohibited access. However, a staff person with no access may, in the performance of his or her duties, be exposed to incidental use and disclosure.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date