



JOB DESCRIPTION

TITLE: Procedure Center Manager
DEPARTMENT: Surgery/Procedure Center
REPORTS TO: CNO
FLSA: Exempt

SUMMARY OF JOB:

In coordination with the Peri-Anesthesia Manager and the Operating Room/Central Sterile Manager, establishes departmental goals to support the hospital's mission, vision, values and strategic initiatives. Serves as the leader for day to day operations, as well as, pushing strategic goals for the organization forward. Maintains staffing, education, fiscal needs, payroll, throughput, case load, supply and equipment needs, quality improvement and tracking initiatives, and interdisciplinary relationships to achieve departmental goals.

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. Collaborate with other Surgical Services Management for department productivity, financial, quality and efficiency standards
 - b. Works with and staffs professional employees to ensure best possible care is given to all patients
 - c. Establishes, collaborates, and monitors with other Surgical Services management to maintain policies and procedures and care to match SGNA, AVA, ASPAN, AMMI, IAHCSMM, INS, and other national standards.
 - d. Establishes and maintains excellent working relationship with surgeons, other physicians, anesthesiologists, other directors, managers and staff with a focus on building strong teams, competent and caring staff, improving processes, clinical excellence and a customer-oriented environment
 - e. Collaboration with department management for performance improvement initiatives including safety, efficiency and suitability of the environment of care
 - f. In coordination with department management, is responsible for physician and patient satisfaction
 - g. Directly oversees all care, processes, and documentation to adhere to accreditation standards
2. The OR/CS Manager will meet department needs by:

- a. Developing and implementing new employee orientation, competencies, and education needs for the procedure center department
 - b. Developing, coordinating, and maintaining competency, ongoing education, certification, and professional development requirements and opportunities for procedure center personnel
 - c. Overseeing, Reviewing, and Submitting Payroll on a bi-weekly basis
3. The PC Manager will support nursing leadership and hospital leadership by:
- a. Collaborating with Surgical services management, Quality and Clinical Education departments in reviewing evidence based practice and implementing change in performance improvement initiatives
 - b. Demonstrating leadership in managing education of staff on current standards and technology
 - c. Performing assessments, evaluations, and performance plans of staff
 - d. Applies principles of transformational leadership and collaborative governance in all interactions with staff and the issues presented
4. Demonstrates RN responsibilities by:
- a. Supporting staff in Procedure Center as an RN and/or as a charge RN when needed to facilitate PC 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. Communicating on an on-going basis with the scheduling coordinator, clerical staff, OR management, OR teams, physicians, surgeons and anesthesiologists regarding schedule changes, significant patient information, etc.
 - c. Assisting in assuring physician, staff and patient satisfaction
 - d. Using the nursing process to efficiently coordinate the addition of cases to the current day's schedule in conjunction with anesthesia when appropriate
 - e. Verifying the availability of necessary equipment and instrumentation with the Materials Coordinator
5. The PC manager will demonstrate leadership by:
- a. Maintain, track, and establish department productivity, financial, quality and efficiency goals
 - b. In collaboration with the Surgical Services management use critical thinking and judgement skills to review the daily schedule, makes assignments to accommodate add on cases and absent personnel, equipment and supply needs
 - c. Supervising daily checks and documentation of the presence and function of life support equipment and supplies
 - d. Supporting physician, staff and patient satisfaction
 - f. Establishing and monitoring standards of professional care in accordance with SGNA, AVA, ASPAN, AMMI, IAHCMM, INS, and other national standards.
 - e. In collaboration with the Surgical Services leadership ensuring proper orientation, practicum education, and continuing education of PACU staff
 - f. Assisting with covering Peri-Anesthesia Manager and OR/CS Manager duties when unavailable or in need of support
6. 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; minimal 3-5 years relevant nursing experience, Professional Certification, and BSN required.

Previous Leadership experience preferred.

OR

Equivalent combination of education and experience.

CERTIFICATES/LICENSES:

BLS on hire

ACLS within 3 months

PALS within 6 months

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 professional and team center attitude; 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 stand; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to sit; walk; 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.

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

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

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.

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