

Johnson Memorial Health Services

Job Description

Position: Operating Room Coordinator
Department: Acute Care
Reports To: Director of Patient Care Services
FLSA Status: Hourly/Non-exempt
Days/Hours: 64-80 hours per week (occasional weekends)
Effective: November 2007
Reviewed: April 2012

JOB SUMMARY

The OR Coordinator is responsible for planning, coordinating, and maintaining functions in the OR, CSR, and Outpatient departments. Provides leadership, organization and direction, and interacts positively with other facility departments. This position will interact with patients, families, staff, physicians, administration, and others.

ESSENTIAL FUNCTIONS

- Plan, coordinate, and maintain functions in the surgery, central supply and outreach areas.
Responsible for the oversight of:
 - Patient education occurs prior to surgery day
 - Quality patient care is delivered in surgery
 - Discharge phone calls are addressed and issues resolved
 - Availability and condition of equipment and supplies
 - Complete and accurate medical records
 - Coordination of the surgical case flow.
- Administrative duties
Responsible for the oversight of:
 - Surgical schedule
 - Billing
 - Start up of new procedures
 - Equipment needs
 - Check patient chart prior to surgery to ensure its integrity to include orders, H&P, labs consents
 - Ensure meticulous observation of medical asepsis & sterile technique and correct any and all deficiencies immediately
 - Ensure surgical count is correct according to JMHS Policy
 - Greets and properly identifies patient, checking for jewelry & dentures
 - Works as a circulating RN
 - Positions patient of the OR table and secures all safety straps
 - Ensure direct visualization of the surgical site
 - Clips hair in the area of the surgical site
 - Ensures safe skin initiatives are in place to include padding of bony prominences
 - Washes skin with surgical scrub as ordered

- Assist anesthesia person when needed, never leaving anesthesia alone with an anesthetized patient
- Check and connects electrical equipment to power sources
- Connects suction to vacuum
- Applies cautery pad in accordance with AORN standards
- Makes sure all equipment is in good working condition prior to OR
- Ties gown of sterile team members
- Handles all non-sterile equipment
- Anticipates the need of the sterile team
- Communicate with post op nurses and family members
- Ensure patient safety
- Ensures all equipment is at JMHS prior to day of surgery
- Works closely with all outreach and JMHS providers to provide the best care possible to our patients
- Schedules and does the e-consult
- Works with other critical access hospitals to ensure JMHS staff are current and updated on new services
- Prepares surgical suite to include:
 - 1st wipe down of day
 - picking the case
 - opening the case
 - performing the case
 - cleaning the suite after the case
 - Patient recovery
 - Transfer of care report
 - Communicate with family during surgical case
 - Clean the instruments
 - Terminally clean the OR suite or prepare it for the next case
- Outpatient schedule & distribution
- Policy book updates and review
- Competencies checked and documented, input for annual reviews
- Establish, review and revise policies and procedures annually
- Review inventories and restock or reorder as necessary
- Proper maintenance checks.
- Outpatient Saturday conscious sedation administration if needed
- Helps on the nursing floor in emergencies or if asked/called
- Calculates surgical statistics monthly and provides this information to management
- Updates and reviews surgeons standing orders
- Maintains and reviews provider privileges
- Works closely with OR coordinators in the LQP network with ordering supplies and equipment
- Ensures outreach providers have an office to work out of and room to see the patients
- Trains staff as needed ensuring patient safety is being considered.
- Scrubs when needed.
- Schedules and calls patients with times of appointments
- Education

Responsible for the oversight of:

- Keeping staff current of changes in policies and procedures
- Department meetings on regular bases
- New personnel orientation
- Completion of skills check list
- Identification of education needs and steps taken to meet those needs
- In-service education coordination and support

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to analyze and problem solve independently.
- Demonstrated use of interpersonal skills to interact effectively

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- A two or four-year degree in nursing in addition to a minimum of three years of operating room experience.
- Certification in Cardiopulmonary Resuscitation (CPR).

SUPERVISORY RESPONSIBILITIES (if applicable):

-

MINIMUM PHYSICAL REQUIREMENTS (if any): (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.)

Note: In terms of an 8 hour workday, "Occasionally" equals 1% to 33%, "Frequently", 34% to 66%, "Continuously", 67% to 100%

| In an 8 hour workday, employee must: | | | | | | | | | |
|---|--|----------|----------|----------|----------|----------|----------|----------|----------|
| | (Hours at full capacity for each activity) | | | | | | | | |
| Position | None | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Sit | | | | X | | | | | |
| Stand | | | | X | | | | | |
| Walk | | | X | | | | | | |

| Employee's job requires he/she: | | | | | |
|--|-------------------|---------------------|-------------------|---------------------|--------------------------------------|
| Activity: | Not at All | Occasionally | Frequently | Continuously | Comments |
| Bend/Stoop | | X | | | Filing charts/visiting with patients |
| Squat | | X | | | Stocking supplies/OR tasks |
| Crawl | X | | | | |
| Climb (Height 8 ft) | X | | | | |
| Reach above shoulder level | | X | | | Stocking supplies |
| Crouch | | X | | | Stocking supplies/OR tasks |
| Kneel | | X | | | Equipment |
| Balance | X | | | | |
| Push/Pull (# of lbs. 35) | | X | | | Transporting patients |

| Employee's job requires he/she carry: | | | | | |
|--|-------------------|---------------------|-------------------|---------------------|-----------------|
| Weight Carried: | Not at All | Occasionally | Frequently | Continuously | Comments |
| | | | | | |

| | | | | | |
|---------------|---|---|---|--|---------------------------------|
| Up to 10 lbs. | | | X | | Charts/equipment |
| 11-24 lbs. | | X | | | Equipment |
| 25-34 lbs. | | X | | | Very rare |
| 35-50 lbs. | X | | | | Unless help from another person |
| 51-74 lbs. | X | | | | Unless help from another person |
| 75-100 lbs. | X | | | | Unless help from another person |
| Over 100 lbs. | X | | | | Unless help from another person |

| Job requires employee must use feet for repetitive movements as in operating foot controls: | | |
|---|------------|-----------|
| Repetitive movements with foot controls: | YES | NO |
| Right | | X |
| Left | | X |

| Job requires employee use hands for repetitive action such as: | | | | | | | |
|--|------------------------|-----------|----------------------|-----------|--------------------------|-----------|-----------------|
| Hand Repetitive Movements: | Simple Grasping | | Firm Grasping | | Fine Manipulating | | Comments |
| | YES | NO | YES | NO | YES | NO | |
| Right Hand | | X | | X | | X | |
| Left Hand | | X | | X | | X | |
| Both Hands | | X | | X | | X | |

| Does the employee's job require: | | | |
|--|------------|-----------|---|
| Activity | YES | NO | Describe if Yes |
| Working on unprotected heights? | | X | |
| Working on uneven terrain? | | X | |
| Working on wet/damp surfaces? | X | | Very rare/OR environment |
| Operating moving equipment? | X | | OR equipment and Outpatient equipment/e-consult |
| Operating vehicles? | X | | Company vehicle if needed for conferences |
| Use of tools? | X | | Equipment |
| Use of telephone? | X | | Communication |
| Use of keyboard/computer terminal? | X | | Communication/documentation |
| Working under time pressure? | X | | OR/administrative deadlines |
| Working rapidly for long periods? | | X | |
| Working alone? | X | | Supervisor |
| Close work? | X | | |
| Good vision (close/distance/peripheral & depth perc) | X | | OR/patient charts |
| Good color vision? | X | | |
| Good hearing? | X | | Communication/especially in the OR |
| Good speaking? | X | | communication |
| Reading? | X | | charts |
| Writing? | X | | communication |
| Simple arithmetic? | X | | Medication calculations |
| Mathematics? | X | | Medication calculations |
| Weighing and /or measuring? | X | | Body fluids, especially output in the OR |

| The work environment where the job is carried out: | | | |
|--|------------|-----------|-----------------------|
| Job environment: | YES | NO | % of Day Spent |
| Indoors | X | | 100% |
| Outdoors | | X | |
| At a desk or bench | X | | 50% |
| In a car or truck | | X | |
| In an office | X | | 50% |

| Is the employee exposed to: | | | |
|---|------------|-----------|-----------------------------------|
| Exposed to: | YES | NO | Describe if Yes |
| Bloodborne Pathogens/Infectious diseases? | X | | In the OR |
| Chemicals/respiratory hazards? | X | | In The OR Cleaning supplies & HLD |
| Noise? | X | | In The OR Cleaning supplies & HLD |
| Dust, fumes & gases? | X | | HLD (high level disinfectants) |
| Extreme heat or cold? | | X | |
| Cramped areas? | | X | |
| Working close to electrical current? | X | | Cautery |
| Other hazards? | | X | |

| Exposure Determination: For More Information: See Your Supervisor | | | | | |
|---|-----------|---|-----------|---|-----------|
| Category I | | Category II | | Category III | |
| Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues. | | Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment. | | Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment. | |
| YES | NO | YES | NO | YES | NO |
| | X | X | | X | |

MENTAL DEMANDS:

| Does the employee's job require: | | |
|---|------------|-----------|
| Activity | YES | NO |
| Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance. | X | |
| Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc. | X | |
| Must be able to analyze situations and select a course of action. | X | |
| Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility. | X | |
| Must be flexible and willing to undertake a variety of tasks. | X | |
| Must possess the ability to accept change and respond appropriately. | X | |
| Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English. | X | |
| Must possess visual and mental attention to position content with accuracy. | X | |
| Must possess excellent memory and organizational skills. | X | |
| Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments. | X | |

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____