

# Johnson Memorial Health Services

## Job Description

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**Position:** Perioperative/Outreach Manager  
**Department:** Acute Care  
**Reports To:** Director of Patient Care Services  
**FLSA Status:** Salary/Exempt  
**Days/Hours:** 72-80 hours per pay period (occasional weekends)  
**Effective:** July 2013  
**Reviewed:**

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### **JOB SUMMARY**

The OR manager is responsible for planning, coordinating, and maintaining functions in the OR, CSR, and Outpatient departments (Pulmonary Rehab, Cardiac Rehab, Chemotherapy, Telemedicine). 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**

- Promotes the mission, vision, and values of the organization.
- Plan, coordinate, and maintain functions in the surgery, central supply and outreach areas.
- Administrative duties
  - Oversees management of perioperative services operationally and fiscally
  - Verifies that personnel provide safe and effective patient centered care
  - Coordinates, facilitates, and manages change within perioperative services and the health care facility.
  - Demonstrates effective communication, consultation, negotiation, and collaboration skills with members of the perioperative team and other stakeholders.
  - Collects and analyzes data related to quality or performance improvement projects that apply to perioperative services.
  - Uses effective conflict resolution techniques.
  - Facilitates and collaborates in planning perioperative patient care.
  - Evaluates perioperative personnel performance and ensures competencies checked and documented.
  - Interviews for perioperative personnel selection.
  - Assesses and conveys to perioperative personnel the political climate within the organization.
  - Assists perioperative personnel in verifying that appropriate personnel, equipment, and supplies are available.
  - Verifies departmental compliance with organizational policies and procedures and regulatory and accreditation standards.
  - Provides guidance, support, and constructive feedback to perioperative personnel team members and other team members as appropriate.

- Exhibits professional, interpersonal, and communication skills.
  - Pursues professional growth and participates in a professional organization.
  - Assesses and responds appropriately to organizational culture.
  - Pursues professional growth by sharing knowledge, attending, and being involved in professional organizations.
  - Acts as a patient advocate and maintains privacy and confidentiality of all appropriate information.
  - Provides circulating and scrub nurse services
  - Works with other critical access hospitals to ensure JMHS staff are current and updated on new services
  - Outpatient Saturday conscious sedation administration if needed
  - Assists nursing floor in emergencies or if asked/called
  - Maintains and reviews provider privileges
  - Works closely with OR coordinators in the LQP network with ordering supplies and equipment
- Education
    - Responsible for the oversight of:
      - Keeping staff current of changes in policies and procedures
      - Verifies that educational resources are available for perioperative services personnel and holds personnel accountable for compliance with established standards.
      - Department meetings on regular basis
      - New personnel orientation
      - Yearly skills review
      - Identification of education needs and steps taken to meet those needs
      - In-service education coordination and support

**Non-Essential Functions**

- Perform other duties as assigned

**Professional Requirements**

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

**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).

**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%***

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

<b>Employee's job requires he/she:</b>					
<b>Activity:</b>	<b>Not at All</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>	<b>Comments</b>
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%

<b>Is the employee exposed to:</b>			
<b>Exposed to:</b>	<b>YES</b>	<b>NO</b>	<b>Describe if Yes</b>
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	

<b>Exposure Determination: For More Information: See Your Supervisor</b>					
<b>Category I</b>		<b>Category II</b>		<b>Category III</b>	
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.	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
	X	X		X	

### **MENTAL DEMANDS:**

<b>Does the employee's job require:</b>		
Activity	<b>YES</b>	<b>NO</b>
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: \_\_\_\_\_