

UPMC Beacon Hospital

Job Description

Job Title	Theatre Coordinator
Department	Surgical Services – Operating Rooms
Reports to	Associate Director of Nursing Director of Nursing
Date	March 2011

Overall Purpose of Job

To provide exceptional care for the patient in the peri-operative environment where quality, respect, caring and compassion are the core of practice.

The O.R. Coordinator is accountable for the effective delivery of competent, compassionate, and efficient care for the peri-operative patient, undergoing anesthesia, surgery and/or procedure. His./her role includes clinical practice, human resources management, including staffing and evaluations, and financial management.

Key Responsibilities and Deliverables

- Provides leadership and direction for the staff in the Peri-operative arena while supporting and actualizing the goals of the department, division, service and the UPMC Beacon Hospital.
- Ensures the effective delivery of competent, compassionate, and efficient care by monitoring and evaluating patient care processes in the Peri-operative environment, acting in the role of patient advocate.
- Recruits and retains competent, compassionate staff while monitoring performance standards and promoting fair labour practices.
- Promotes a work environment that demonstrates caring by accessibility of safe equipment and adequate supplies in an efficiently arranged physical setting.
- Operationalizes and participates in continuous quality improvement and risk management programs at the unit(s) level in a collaborative manner with multi-disciplinary colleagues.
- Monitors fiscal budget to control operational and capital expenditures while monitoring and adjusting staffing patterns to improve unit productivity.
- Identifies appropriate communication, and coordination for ensure smooth processes within the Operating Rooms, supporting Anaesthetists, Surgeons, Registrars, and medical students, Nursing and Healthcare Coordinators,

- Provides mechanisms to monitor and enforce regulatory mandates and compliance.
- Participate in survey preparation, processes, policy development and implementation.
- Performs related duties as required.

Working Environment:

- Work environment is located in a comfortable indoor area.
- Conditions such as noise, odours, cramped workspace and/or fumes could sometimes cause discomfort.
- Moderate to extreme physical effort may be required such as walking, standing and lifting materials, patient positioning, equipment, objects, and patients.
- Lifting may be heavy and awkward, over 50 lbs.
- Vision, hearing, talking, and sense of touch abilities must be adequate enough to enable one to quickly and accurately perform tasks such as: reading small print, reading from monitoring equipment, defining details, sending and receiving clear and accurate verbal communication.
- Frequent periods of concentrated or focused attention will be needed to interpret visual, auditory, and sensory inputs.
- Shift work may be required.
- Alertness and careful attention to detail will be required to avoid injury.
- May be exposed to such occupational hazards as communicable diseases, radiation, chemotherapeutic agents, and disoriented or combative patients.

May be required to be on standby and work extended shifts in situations deemed necessary by a designated Executive Director and/or Nursing Director.

Communication And Accountability

- Utilizes effective time management skills.
- Strong computer skills, acting as a resource for the Meditech system
- Participates in unit/department problem solving and improvement of systems.
- Adheres to Standard Precautions as appropriate
 - The use of protective barriers as appropriate;
 - Handling and disposing of infectious waste appropriately.
- Hand hygiene as appropriate
- Adherence to AORN and EU standards for Peri-Operative nursing care
- Conducts monthly staff meeting with Anaesthesia, Operating Room and HCA staff in department, Records minutes.
- Counsels and offers collegial support for staff members.

Interrelationships

- Maintains good working relationships with other departments and with physicians, Patients, families and outside agencies.
- Communicates during the shift with the Nurse Supervisor and Director of Nursing
- Demonstrates the ability to delegate tasks and responsibilities
- Participates in ongoing consultation and collaboration with physicians and other care providers to maximize patient outcomes and unit specific goals.
- Participates in unit-based and interdepartmental QI activities.
- Demonstrates willingness to assist co-workers whenever needed

Other Duties And Responsibilities

- Utilizes effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness
- Attends Operational, Quality and Nurse Manager meetings, reads email and other postings.
- Attends all required in-services.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate
- Wears Identification badge when working.

Person Specification

Qualifications	<ul style="list-style-type: none">• An Board Altranais Registered General Nurse license in good standing.
Experience (Amount and Type)	<ul style="list-style-type: none">• Minimum of five years clinical experience plus two years of progressive management experience required. The employee, must speak, read and write grammatically correct English.• Candidates must possess teaching abilities, leadership qualities, professional judgment, critical thinking and problem solving abilities, and a sense of professional development. Must demonstrate multi-tasking ability.
Job Specific Competencies and Knowledge	Patient Care Interaction <ul style="list-style-type: none">• When applicable, employees must be able to adjust the essential functions they perform appropriately to the age of their patient/customer.

	<ul style="list-style-type: none"> • Employees demonstrate the ability to alter care and patient/family education based on the age or developmental level of the patient. • Employees must demonstrate knowledge of the principles of growth and development and the knowledge and skills necessary to provide for the primary population of patients served in the department. • Employ both AORN and EU standards for Peri-operative standards of patient care and safety. • Understand and teach Aseptic technique, Sterile Technique • Documentation through the reporting mechanism
Personal Competencies	<ul style="list-style-type: none"> • All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee

Signature

Date