

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	O.R.NURSE CLINICAL COORDINATOR	Grade	
Department	OPERATING ROOM	Exempt	
Immediate Supervisor	CCO	Non-exempt	X
Supervisor next in line	CCO	Workweek	Up to 40 HOURS/CALL-BACK

POSITION SUMMARY

The Operating Clinical Coordinator Nurse is responsible for organizing and providing clinical nurse leadership, delivering and maintaining quality patient care, post-anesthetic recovery, central sterile processing, endoscopy lab, out-patient operative services department. Responsible for working with Nursing Administration to assess, plan, implement, and evaluate the effectiveness and delivery of nursing care. Works with other health team members to provide safe, competent, efficient and caring services that focus on priority health needs of the individual.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

1. BSN preferred but not required. Must have a current RN license in Montana.
2. Minimum of five years nursing experience in surgical care services as a circulation nurse. Able to provide clinical leadership in a wide variety of surgical care contexts including but not limited to: orthopedic, general, ophthalmologic, OB, orthodontic/dental, podiatric, endoscope and urologic procedures.
3. A minimum of two years in a leadership position clinically or managerially is preferred.
4. Extensive knowledge of and ability to train nursing staff in supporting roles and functions within the department.

ESSENTIAL FUNCTIONS/DUTIES:
(Must be able to perform with or without accommodation)

1. Prepares work schedules, assigns personnel, evaluates and prepares work performance evaluations of all OR services nursing team and makes recommendations for personnel actions.
2. Maintains established department policies and procedures, objectives, assists in designing and implementing quality assurance and continuous quality management programs. Monitors department for compliance with safety, environmental and infection control standards in keeping with facility standards.
3. Prepares written documents concerning departmental issues as required by the nursing profession and the department.
4. Consults with nursing administration concerning management of assigned units and all related matters.
5. Organizes, directs, and coordinates functions and activities directly related to patient care services related to inpatient and out-patient use of the O.R., P.A.R, and C.S. Coordinates with staff from other departments to ensure delivery of high quality care.

6	Inspects area daily for compliance with policies, procedures, regulations, and standards and assists department manager in taking corrective action when violations occur.
7	Maintains ongoing awareness of Quality Assurance programs. Assists in design, data collection, implementation and publishing of quarterly and annual PI project reviews. Assesses outcomes and develops maintenance and corrective actions to enhance service quality in these areas.
8	Directs maintenance of departmental facilities, equipment, supplies and materials in a condition to promote efficiency, health, comfort, and safety of patients and staff.
9	Assists attending physicians, surgeons, and anesthesia staff as well as patients and families as needed in times of stress or crisis.
10	Monitors and ensures accuracy of recording on patient medical records. Maintains all required reports, records, and statistics related to surgical services.
11	Enhances professional growth and development through participation in educational programs, current literature, in-service meetings and workshops. Documents educational attendance to meet facility standards.
12	Meets with other department personnel to coordinate activities for surgical cases.
13	Suggests ongoing education opportunities are requested for department based on the needs of O.R. services consumers, staff, and providers consistent with facility requirements.
14	Functions as mentor and trainer for new and newly assigned staff as needed to fulfill obligations of surgical nursing team obligations.
15.	Performs other related duties as requested or assigned.
16.	Adjusts staffing levels on an ongoing basis to meet 100% productivity standards for the department.

Knowledge, Skills, Abilities:

Applicant should have intimate knowledge of and familiarity with all operational aspects of surgical, endoscope and post-anesthetic nursing services. Technical and clinical leadership skills in surgical nursing care are essential. Must possess interpersonal skills sufficient to create inter-departmental team-work and intra-departmental collegiality.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

X	Radiation	
X	Noise	
X	Other (Specify)	Anesthetic agents, ethylene oxide, cold sterilization agents (e.g. glutaraldehyde)

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date