

<b>REPORTS TO:</b>	Director of Surgery, Specialty Clinic, and Infusion
<b>REVISED:</b>	02/2015, 05/2018, 09/2021
	See current organizational chart for oversight/administrative support information

**PRIMARY FUNCTION:**

Responsible for ADVANCING EXCEPTIONAL CARE by managing the surgery department. Manager will provide 24/7 leadership responsibility to support the Surgery Department needs and will have previous Nursing Leadership experience in Perioperative Services. Will coordinate operating rooms and surgeons' schedules to perform a variety of surgery specialties.

The Surgery Manager will be in charge of day-to-day department operations and will collaborate with other department leaders and physicians to ensure department success and growth. Surgery Manager provides safe and appropriate care within the standards of nursing according to AORN recommendations in accordance with the philosophy, goals, and objectives of Clarinda Regional Health Center.

**QUALIFICATIONS:**

**Education and/or Experience**

- Graduate of accredited school of nursing
- Bachelor of Science in Nursing preferred
- Prior OR experience preferred
- One year management experience preferred

**Certificates, Licensure, Registrations**

- Current Registered Nurse licensure for the State of Iowa
- For job-specific certifications refer to the [Education Certification Requirements by Job Category](#): Surgery RN

<b>Essential Job Duties and Responsibilities</b>
<p>Manages all aspects of department operations effectively and efficiently.</p> <ul style="list-style-type: none"> <li>• Oversees day-to-day operations, which includes problem solving issues and insuring effective processing.</li> <li>• Organizes and directs quality assurance functions in close co-operation with the customers and with Clarinda Regional Health Center's management team.</li> <li>• Develops and documents department procedures to ensure consistent and accurate processing.</li> </ul>

Essential Job Duties and Responsibilities
<ul style="list-style-type: none"> <li>• Works with other departments in providing services and resources.</li> <li>• Monitors workflow and departmental processes.</li> <li>• Develops and maintains department policies.</li> <li>• Sets and achieves department goals and objectives.</li> </ul>
<p>Manages OR schedule, including review of surgical cases scheduled, and scheduling of staff appropriate to each case.</p> <ul style="list-style-type: none"> <li>• Acts as surgical RN Circulator or performs nursing services in Pre/Post-op.</li> <li>• Maintains OR instrumentation and equipment.</li> <li>• Collaborates with surgeon, anesthesia, OR staff and all other Departments to ensure an efficient and positive OR experience for the patient, surgeon, anesthesia, and staff.</li> </ul>
<p>Utilizes the nursing process, for the performance of patient care, to assess, plan, intervene, and evaluate patient care to achieve prioritized patient outcomes.</p> <ul style="list-style-type: none"> <li>• Performs complete admission assessment, including full body system analysis and home med reconciliation process for med-surgical, obstetrical, newborn, pediatric, ER and outpatients.</li> <li>• Performs patient rounding for all patient assignments.</li> <li>• Performs patient/family teaching for assessed knowledge deficits.</li> <li>• Evaluates patient progress toward desired outcomes prior to discharge.</li> <li>• Demonstrates personal accountability in the delivery of patient care in a competent, professional, and compassionate manner.</li> </ul>
<p>Performs and maintains documentation.</p> <ul style="list-style-type: none"> <li>• Documents accurate and ongoing assessments of patient status that reflect nursing interventions, patient responses, patient teaching and status of outcomes at discharge.</li> <li>• Completes shift end check with another nurse prior to leaving duty.</li> </ul>
<p>Communicates effectively.</p> <ul style="list-style-type: none"> <li>• Communicates and collaborates effectively with other health team members regarding patient condition, nursing plan of care, patient satisfactions needs and recommendations for meeting identified outcomes.</li> <li>• Follows approved shift report format when communicating patient information.</li> <li>• Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action. Appropriately reports condition changes to medical provider.</li> </ul>

Essential Job Duties and Responsibilities
<p>Promotes and ensures patient safety in performance of all responsibilities.</p> <ul style="list-style-type: none"> <li>• Administers medications, treatments, and procedures in a timely and safe manner according to physician orders and nursing policy.</li> <li>• Demonstrates proficient technical/clinical skills and operational knowledge of equipment on unit.</li> <li>• Informs and involves CNO regarding patient care issues in a timely and appropriate manner.</li> <li>• Utilizes proper body mechanics, transfer/lifting techniques, and appropriate equipment to minimize fall risk to patient and injury to self.</li> </ul>
<p>Recruits and develops a qualified and productive workforce.</p> <ul style="list-style-type: none"> <li>• Maintains and creates department job descriptions to represent positions accurately and clearly.</li> <li>• Recruits, interviews, and selects qualified candidates following established hiring practices and guidelines.</li> <li>• Orients new employees in a thorough manner to department and organizational operations, policies, and procedures.</li> <li>• Provides training to department staff in an appropriate and thorough manner.</li> <li>• Offers opportunity for continuing education by sharing own knowledge, accessing internal opportunities, and considering external opportunities to support the continued development of department staff.</li> <li>• Monitors and verifies the compliance of staff regarding maintaining required licenses and certifications, as applicable.</li> <li>• Uses labor resources, such as overtime, agency assistance, etc. effectively.</li> </ul>
<p>Performs employee relations functions effectively to promote a positive work environment, influence retention and enhance communication.</p> <ul style="list-style-type: none"> <li>• Develops, supports, and actively seeks activities and establishes an environment that promotes recognition and retention for employees.</li> <li>• Communicates effectively and provides feedback to staff which may include department meetings, individual employee meetings, rounding, etc.</li> <li>• Interprets and applies department and organizational policies with consistency and fairness in managing a qualified, efficient, and productive workforce.</li> <li>• Addresses employee issues in an effective and timely manner.</li> </ul>

Essential Job Duties and Responsibilities
<ul style="list-style-type: none"> <li>• Communicates with department leadership and HR regarding employee issues appropriately in an effort to obtain guidance and reduce potential organizational liability.</li> <li>• Enforces and interprets policies and procedures with employees, as necessary.</li> <li>• Administers annual performance appraisal process for staff.</li> <li>• Establishes employee work and on-call schedule.</li> </ul>
<p>Manages departmental financial operations.</p> <ul style="list-style-type: none"> <li>• Maintains, develops, monitors, and reports budgets, expenses, variances, and strategic planning for department.</li> <li>• Maintains timekeeping records and updates appropriately and accurately for department staff.</li> <li>• Works with vendors and management, as appropriate, to negotiate best value purchases.</li> <li>• Participates in annual budgeting planning process.</li> </ul>
<p>Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> <li>• Demonstrates a commitment to the practices of Quality Improvement (QI).</li> <li>• Regularly attends Department huddles</li> <li>• Completes tasks as outlined on Department Huddle Board</li> <li>• Takes information gathered and formulates it into a metric as appropriate</li> </ul>
<p>Performs other duties as assigned.</p>

**ESSENTIAL Work Environment & Physical Requirements:**

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.

<b>Physical Activity</b>	<b>Not Applicable</b>	<b>Occasionally (0-35% of day)</b>	<b>Frequent (36-66% of day)</b>	<b>Continuous (67-100% of day)</b>
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving	X			
Lifting (floor to waist level)		40 lbs.	50 lbs.	10 lbs.
Lifting (waist level and above)		40 lbs.	50 lbs.	10 lbs.
Lifting (shoulder level and above)		40 lbs.	50 lbs.	10 lbs.
Carrying objects			X	
Push/pull		30 lbs.	10 lbs.	10 lbs.
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl	X			
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X

<b>Sensory Requirements</b>	<b>Not Applicable</b>	<b>Accurate 20/40</b>	<b>Very Accurate 20/20</b>
Near Vision		X	
Far Vision		X	
	<b>Not Applicable</b>	<b>Yes</b>	<b>No</b>
Color Discrimination			X
	<b>Not Applicable</b>	<b>Accurate</b>	<b>Minimal</b>
Depth Perception		X	
Hearing		X	

<b>Environment Requirements</b>	<b>Not Anticipated</b>	<b>Reasonably Anticipated</b>
<i>Occupational Exposure Risk Potential</i>		
Bloodborne Pathogens		X
Chemical		X

Airborne Communicable Disease		<b>X</b>
Extreme Temperatures		<b>X</b>
Radiation		<b>X</b>
Uneven Surfaces or Elevations	<b>X</b>	
Extreme Noise Levels		<b>X</b>
Dust/Particulate Matter		<b>X</b>
Other (List)		

<b>Shift Requirements</b>	<b>8 hrs/day</b>	<b>10 hrs/day</b>	<b>12 hrs/day</b>	<b>Other (varied)</b>
Usual workday hours	<b>X</b>			
	<b>Not Applicable</b>	<b>Yes</b>	<b>No</b>	
Regular, punctual attendance for assigned shifts		<b>X</b>		
Available to work overtime		<b>X</b>		

**ESSENTIAL FUNCTION FORM**

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

**Can you perform the essential functions of the position with or without reasonable accommodations?**

**YES**

**NO**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_