Ambulatory Surgery Supervisor

JOB DESCRIPTION

Position Title: Ambulatory Surgery Supervisor  Exemption Status: Non-Exempt

Job Classification: Job Code: 

Department: Operating Room

Reports to: Director of Operating Room

Last Update: August 29, 2012

Job Summary

Primary responsibilities include planning, directing, coordinating and providing high quality, safe, effective patient care in the Ambulatory Perioperative Services and Endoscopy Suite.

Essential Functions

• Promotes the mission, vision, and values of the organization
• Oversee the daily workflow, staffing, orientation, training and developing of employees in collaboration with the Department Director
• Promote and support a collaborative team approach in providing care
• Act as a liaison for the unit(s) and provides physicians, families, and ancillary departments with direction and/or assistance as needed
• Support and interpret policies, procedures, philosophy and objectives of the hospital
• Respond to patients and families with knowledge of age-specific needs based on Scope of Service of unit/department where assigned
• Monitor patient volumes, quality of care, and performance of staff to identify areas for improvement
• Rely on experience and judgment to plan and accomplish goals
• Assess patients at intervals as stated in policies and procedures
• Lead and direct the work of others
• Develop an individualized perioperative patient plan of care
• Evaluate the patient’s progress toward attaining outcomes
• Transfer care as appropriate
• Delegate tasks as appropriate according to the state Nurse Practice Act and job descriptions
• Document nursing care accurately, completely, and legibly
• Collaborate effectively with other disciplines as appropriate
• Participate in quality review and performance improvement projects
• Use problem-solving and conflict resolution skills to foster effective work relationships with team members
• Maintain required competencies
• Pursue professional growth and participates in a professional organization
• Act as a patient advocate and maintains privacy and confidentiality of all appropriate information

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.

Qualifications

- Graduate from an accredited school of nursing
- Current registered nurse licensure in the state of New Mexico
- One to three years’ experience in Ambulatory Surgical Services
- GI Lab experience
- Basic Life Support (BLS) certification
- Advanced Cardiac Life Support (ACLS) certification
- Pediatric Advanced Life Support (PALS) certification
- Bachelor’s Degree in Nursing (BSN) or Master’s Degree in Nursing (MSN) preferred

Knowledge, Skills, and Abilities

- Knowledge of ambulatory surgical services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

Physical Requirements and Environmental Conditions

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

_________________________________   ____________________________
Employee’s Signature    Date