



## 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.

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Employee's Signature

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Date