



**Director of Operating Room
JOB DESCRIPTION**

Position Title:	Director of Operating Room	Exemption Status:	Exempt
Job Classification:		Job Code:	
Department:	Operating Room		
Reports to:	Chief Nursing Officer		
Last Update:	February 21, 2013		

Job Summary

Responsible and accountable for the delivery of safe, effective, direct and indirect, patient-family centered care through the continuum of perioperative care to include outpatient surgery unit; preoperative unit; operating room; post-anesthesia care unit; sterile processing department; and anesthesia services.

Essential Functions

- Promotes the mission, vision, and values of the organization.
- Creates and conveys the mission and vision of perioperative services with the assistance of the management team.
- Oversees management of perioperative services operationally and fiscally.
- Verifies that perioperative personnel provide safe and effective patient-centered care in perioperative services.
- Assists perioperative personnel in evaluating practice and creating strategies for further improvement.
- Verifies that educational resources are available for perioperative services personnel and holds personnel accountable for compliance with established standards.
- Coordinates, facilitates, and manages change within perioperative services and the health care institution.
- Demonstrates effective communication, consultation, negotiation, and collaboration skills with members of the perioperative team and other stakeholders.
- Collects and analyzes data related to quality or performance improvement projects that apply to perioperative services.
- Uses effective conflict resolution techniques.
- Facilitates or serves as a member of a multidisciplinary team in planning perioperative patient care.
- Evaluates perioperative personnel performance.
- Interviews for perioperative personnel selection.
- Assesses and conveys to perioperative personnel the political climate within the organization.
- Assists perioperative personnel in verifying that appropriate personnel, equipment, and supplies are available.
- Verifies departmental compliance with organizational policies and procedures and regulatory and accreditation standards.
- Provides guidance, support, and constructive feedback to perioperative personnel team members and other team members as appropriate.
- Exhibits professional, interpersonal, and communication skills.
- Pursues professional growth and participates in a professional organization.
- Practices advanced project management principals.
- Assesses and responds appropriately to organizational culture.
- Pursues professional growth by sharing knowledge, attending, and being involved in professional organizations.
- Acts 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 state of employment
- Basic Life Support (BLS) certification
- Advanced Cardiac Life Support (ACLS) certification
- Pediatric Advanced Life Support (PALS) certification
- Minimum of two years varied and progressive perioperative services experience or perioperative nursing management experience with increasing level of administrative responsibility and authority
- Bachelor's degree in nursing or Master's degree in nursing preferred
- Certified Nurse, Operating Room (CNOR) certification preferred

Knowledge, Skills, and Abilities

- 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

- 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
- Manual and finger dexterity
- Hand and eye coordination
- Standing and walking for extensive periods of time
- Lifting and carrying items weighing up to 50 lbs
- Corrected vision and hearing to within normal range
- Working under stressful conditions
- Working irregular hours including after hours

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