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