



Position Description

INDEX NUMBER: 125.02.1

DATE INITIATED: 11/6/11

DATE REVISED: 1/27/12

IDENTIFICATION:

Title: Manager, Perioperative Services

Department: Surgery (supervises OR and PACU)

Reports To: CNO

Position Status: Salaried

SUMMARY: Leads and facilitates the provision of excellent, safe, evidence-based, efficient patient and family centered care throughout the continuum of care within Perioperative Services and by working effectively and collaboratively with other patient care teams and providers at Lake Chelan Community Hospital (LCCH). Supports and models the vision and mission of LCCH.

PRINCIPLE ACCOUNTABILITIES

1. Assures safe patient care in the perioperative arena by articulating, educating to, and managing to evidence-based, patient safety practices completely and consistently
2. Manages the business of perioperative services effectively and efficiently, as evidenced by:
 - a. Demonstrating proficient clinical skills and knowledge, based on evidence and best practices
 - b. Participating in development of the annual operating budget and capital budget requests, clearly articulating anticipated needs
 - c. Monitoring and analyzing budget performance and productivity, making appropriate course corrections as indicated when variances arise
 - d. Understanding and complying with labor law and human resources philosophies, policies, and procedures
 - e. Demonstrating knowledge of and demonstrating continuous quality improvement within service areas
 - f. Demonstrating systems thinking and applying the "big picture" view across the organization
 - g. Demonstrating sound decision making and problem solving skills
 - h. Applying use of technology effectively, including optimum use of the electronic medical record
 - i. Demonstrating strategic management skills, including project management, meeting defined timelines, and communication and presentation skills
3. Leads the caregiver team effectively, as evidenced by:
 - a. Demonstrating human resource leadership skills, including caregiver recruitment and on-boarding, development, coaching and mentoring, performance management (including performance evaluations), and succession planning
 - b. Demonstrating relationship management skills, including communication skills, self awareness, understanding of team dynamics, conflict management
 - c. Understanding and implementing processes that support individuals in owning their professional practice
4. Demonstrates personal and professional accountability, as evidenced by:
 - a. Continuing personal and professional growth and development
 - b. Demonstrating ethical behavior and clinical practice
 - c. Collaborating effectively with other LCCH teams and services, in order to provide optimal, safe patient care
5. Creates and maintains a healing environment in the perioperative services arena, as evidenced by:
 - a. Maintaining noise at the lowest possible levels
 - b. Keeping work areas uncluttered monitoring for cleanliness
 - c. Supporting the team to focus attention on the patient
 - d. Demonstrating professionalism, courtesy, compassion, and respect for others and holding caregivers responsible for doing the same

QUALIFICATIONS

1. Registered Nurse, currently licensed in the State of Washington
2. BSN required, or agrees to begin an accredited program within one year of hire
3. Current Healthcare Provider CPR; Current ACLS and PALS certifications, or must obtain within 3 months