



Wallowa County Health Care District

JOB TITLE: Surgical Services Supervisor

FLSA STATUS: Non-Exempt- Non-Union

DEPARTMENT: Surgical Services

DATE: January, 2021

REPORTS TO: Chief Nursing Officer

APPROVED BY: Chief Nursing Officer

JOB SUMMARY:

Responsible for direction of patient care in the operative environment. Supervises staff members in Surgery, Endoscopy, PACU, and Central Service/Sterile Processing. Consults with staff, physicians and Nurse Executive on nursing issues and interpretation of hospital policies to ensure patient needs are met. Maintains performance improvement activities within the department and participates in QI activities. Actively functions in role of Circulating, Scrub, and PACU RN and in Central Service/Sterile Processing area. Also assists materials management personnel as needed with preparing order for hospital supplies. Communicates the mission, ethics and goals of the hospital.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to act quickly and make professional decisions in urgent and emergent situations.
- Ability to perform safely and effectively in a quickly changing environment.
- Advanced clinical and communicative skills.
- Directs actions toward supervision of nursing care given to neonate, pediatric, adolescent, adult and geriatric patients within the surgical suite, Endoscopy, and PACU, according to nursing principles.
- Provides safe transportation of all patients to and from Surgical Services Department.
- Ability to adequately assess and reassess pain. Utilizes appropriate pain management techniques. Educates the patient and family regarding pain management.
- Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
- Verifies availability of all supplies required for correct operation of the department. Obtains supplies per PAR levels.
- Demonstrates thorough knowledge of the sterilization process.
- Ensures proper traffic flow patterns are utilized for handling supplies, maintains clean and dirty areas. Controls traffic to avoid infection.
- Supervises sterilization processes; ensures established procedures and standards of practice are followed for decontamination, cleaning, processing, and sterilization of reusable supplies and equipment.
- Supervises and assists with room turnovers and cleaning.
- Supervises care of OR suites and equipment to ensure cleanliness, sterility and operational ability of all items.
- Directs all safety measures to prevent accidents, harm or injury in any way to patient, staff or equipment.
- Verifies that proper temperature, humidity, ventilation and lighting are maintained to provide a comfortable, safe work environment.



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- Assists surgeons in operations through provision of qualified staff; formulates schedule which provides staff available for all procedures.
- Assures presence of RN circulator and PACU nurses for all cases.
- Assigns personnel; delegates specific duties and tasks.
- Provides and controls supplies and equipment needed for successful operation of the Surgical Services department. Directs and delegates control of inventories to ensure proper amounts available.
- Follows the five medication rights and reduces the potential for medication errors.
- Supervises care and cleanliness of equipment and supplies to ensure good working condition.
- Evaluates needs for new or different items in regard to present and new trends or needs of the department and presents to nurse executive.
- Observes use and handling of supplies to decrease mishandling and breakage.
- Continuously supervises staff to ensure quality of nursing care.
- Develops, revises and implements Surgical Services policies and procedures.
- May participate in planning Surgical Services Department budget.
- Provides orientation for new staff members; new employees are oriented and evaluated at the end of 90 days.
- May assist nurse executive with employee evaluations.
- Plans, controls, directs, and coordinates administrative duties to ensure the functioning of the department and staff.
- Schedules and assigns staff to increase efficiency and coordination of department. Staffs according to standards.
- Reports changes of any type to Surgery staff and reports changes to departments affected by the changes (i.e., Med-Surge, Radiology).
- Demonstrates knowledge of nursing theory and management; demonstrates knowledge of disaster and emergency policies and procedures. Keeps informed of new developments in nursing and surgery. Demonstrates knowledge of good interpersonal relationships.
- Communicates job expectations; post results of quality improvement monitoring.
- Assists nurse executive with monthly staff meetings. Allows staff to participate in problem-solving.
- Utilizes initiative; strives to maintain steady level of productivity; self-motivated.
- Maintains continued education in areas of surgery, Endoscopy, PACU, Central Service/Sterile Processing and equipment through education, literature, and seminars.
- Provides instructions and in-service for new products, procedures, and equipment in a manner that will identify and prevent resource loss and maintain safety.
- Completes other duties as assigned by Chief Nursing Officer, within the Board of Registered Nurses scope of nursing practice.
- Prepares and reports monthly statistics.
- Adheres to dress code; appearance is neat and clean. Wears identification while on duty.
- Maintains regulatory requirements, including all state and federal regulations.
- Maintains and ensures patient confidentiality at all times.
- Reports to work on time and as scheduled.
- Works at maintaining a good rapport and a cooperative working relationship with physicians, departments and staff.
- Represents the organization in a positive and professional manner.
- Attends committee, QI and other meetings, as appropriate.
- Attempts to resolve personnel concerns at the departmental level.
- Ensures compliance with policies and procedures regarding department operations, fire, safety, and infection control.
- Complies with all organizational policies regarding ethical business practices.



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- Communicates the mission, ethics and goals of the hospital, Applies District policies and procedures consistently and fairly; collaborating with CNO, HR, and follows appropriate reporting structure.

QUALIFICATIONS & EXPERIENCE:

- Graduate from an accredited school of nursing.
- Current Oregon RN License
- Current Basic Life Support card, and attend quarterly code practices.
- Perform all duties per the Oregon Nurse Practice Act
- Attend or complete required annual education programs.
- Completed the RN level IV criteria.
- Current ACLS certification with PALS preferred.
- TEAM, TNCC, or Advanced Practice Certification preferred.
- AORN certification preferred.
- 3 Years surgical nursing experience.
- Possesses strong assessment skills.
- Able to communicate effectively in English, both verbally and in writing.
- Maintain moderate sedation competency.
- Completion of Peri-Op 101 preferred.

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, , designing forms, and other office procedures and terminology.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.



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- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Personnel Resources — Motivating, developing, and guiding people as they work, identifying the best people for the job.
- Service Orientation — Actively looking for ways to help people.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Negotiation — Bringing others together and trying to reconcile differences.
- Management of Material Resources — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Multi-limb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. This job operates in a healthcare setting. This role requires regular walking to various locations around the hospital. This role also routinely comes into contact with patients who may have contagious illnesses.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.



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I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately through the compliance reporting process.

I have read and understand the above job description.

Employee Signature

Date