

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612

COOK COUNTY HEALTH
& HOSPITALS SYSTEM



Job Code: 5350
Grade: 24

Standard Job Description

Job Title
Director of Perioperative Services

Department
Perioperative Services

Job Summary

The Director for Perioperative Service assumes the administrative responsibility for day-to-day operational functions in the operating rooms, recovery rooms, Same Day Surgery (SDS) Unit and Central Sterile Processing. Evaluates the quality of care rendered to all patients in each of the above listed patient care areas including, but not limited to, the immediate preoperative stage, the intraoperative stage, and the immediate recovery stage. Supervises all nursing personnel and support staff assigned to each of the above listed area. The Director of Perioperative Services managing Cook County Health & Hospitals System (CCHHS) Perioperative Services is expected to lead a customer driven service aimed at continuous improvement and clinical excellence. Initial initiatives will include improving OR utilization, shortening turnaround times, ensuring that surgeons have increased access to rooms in a fair and consistent manner and the implementation of a computerized inventory system.

This position is exempt from Career Service under the CCHHS Personnel Rules.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meeting

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCHHS management policies practices
- Access and proficiently navigate CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

General Administrative Responsibilities continued

Management

- Contribute to the management of CCHHS staff and CHHSS' systemic development and success
- Discuss and develop CCHHS system policy and procedure
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary, hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Directs and oversees the surgical services routine operations to ensure the coordination of patients, staff, and resources flow in the surgical suites, post-anesthesia care unit (PACU), Pre-Op Holding, ambulatory surgery (SOS), Pre-admit Testing
- Oversees the functions of sterile processing, scheduling, and the OR Control Desk and Perioperative QA and staff development
- Interacts daily with surgical and anesthesia leadership
- Collaborates with Executive Medical Staff and OR Committee to achieve common goals and to establish collaborative programs that promote state of the art surgical care
- Maintains optimal level of patient care in a safe environment for all patients cared for within the various Perioperative care areas
- Ensures a safe and comfortable working environment for the provision of surgical services that is compliant with regulatory requirements
- Exercises authority delegated by leadership to change rooms and/or personnel as needed to ensure the efficient movement of patients through the system consistent with department goals
- Establishes block time schedule for all surgical services (including General, Specialty, OB/Gyne, Pediatric, and Burn) that consistently supports completion of all scheduled cases and substantially reduce the incidence of back-log
- Takes corrective action as required to reduce or reverse surgical case delays
- Regularly reviews Perioperative Service department written Policies and procedures for relevance and appropriateness and ensures hospital policies, standards, codes, laws and regulatory mandates are observed
- Oversees the acquisition and replacement of equipment subject to routine use
- Ensures that staff are instructed in and held accountable to written policies and procedures
- Responsible for follow-up and response to patient/physician, complaints, and compliments
- Seeks corrective solutions to Perioperative problems; identifies and works to remove barriers to efficient care; seeks collaborative solutions among stakeholders
- Coordinates Perioperative Services nursing activities with those of other departments contributing to nursing care
- Ensures that working manuals for policies and procedures for the department and the hospital are updated and maintained in each department area
- Collaborates with other hospital clinical managers to develop solutions to interdepartmental operating issues
- Identifies additional educational needs
- Maintains Quality Assurance and Improvement Program including monthly statistics, quarterly reports, and patient and physician complaints with appropriate follow-up

Typical Duties continued

- Organizes personnel to promote the rapid response to changes in case flow or other emergencies
- Provides staff with the authority and support to take independent action as needed to promote the department and hospital goals
- Responsible for follow-up and response to staff concerns, complaints and compliments
- Maintains Quality Assurance and Improvement statistics including reviews of overtime usage, absenteeism and employee turnover, all patient and employee incidents
- Regularly conducts staff meetings and seeks input from staff regarding service improvement; implements positive change
- Analyzes new demands resulting from the introduction of new procedures and equipment and implements necessary changes in staffing patterns
- Oversees staff development with intent to maximize skills and abilities at all levels
- Coordinates ongoing staff education efforts with staff Development Coordinator
- Manages departmental budget(s) consistent with hospital and surgical department goals; completes budgets within required time frame; regularly reviews budget reports; maximizes the use of fiscal, equipment, and human resources
- Prepares and submits recommendations for the annual department budget with implementation of same: ensures investigation and ordering of new instruments and equipment, directs purchasing of all supplies, directs daily cost restraints, evaluates and reacts to nursing care hours, in relationship to procedures and budget guidelines, on a daily basis participates in planning of physical facilities
- Anticipates capital equipment needs with Surgical leadership and OR Committee and develop multi-year budget for planning purposes
- Develops staffing plans and maintains ongoing assessment of anticipated personnel requirements
- Quantifies the impact of resource changes

Reporting Relationships

Reports to the Associate Nurse Executive, Inpatient

Minimum Qualifications

- Licensed as a Registered Professional Nurse in the State of Illinois **OR** Licensed Registered Professional Nurse able to obtain Illinois State licensure within two (2) weeks of starting employment
- Master's Degree in Nursing, Public Health, Health Administration, or Business Administration
- Five (5) years of progressive managerial experience within Perioperative Services
- Three (3) years of prior Director level experience **OR** six (6) years of prior Manager level experience
- Current Basic Life Support (BLS) certification
- Experience in a large complex tertiary care hospital or multi-site setting

Preferred Qualifications

- Nurse Executive-Board Certified (NE-BC) credential

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge and understanding of the Health Insurance Portability and Accountability Act (HIPAA) to ensure the protection of the confidentiality and security of healthcare information for all patients

Knowledge, Skills, Abilities and Other Characteristics continued

- Demonstrates knowledge and experience in leading and maintaining Perioperative services across the continuum of care
- Broad and strategic in understanding the changes in integrated health care delivery and yet is still grounded in the operations of surgical service
- Demonstrates knowledge of the current requirements of accrediting and regulating agencies
- Conversant in issues relevant to hospital/ healthcare finance
- Exhibits an understanding of the current competitive environment and the pressures in the business of surgical services
- Strong people skills and a track record of an intimate understanding of the special interpersonal dynamics in surgical services; exhibits a special sensitivity to staff
- Ability to consistently support quality and patient safety by maintaining Association of Perioperative Registered Nurses (AORN) standards in addition to state and federal regulatory requirements; protecting areas of OCHHS, acting with ethics and integrity and adhering to OCHHS policies and procedures
- Ability to develop the respect of the department; approachable, credible, and knowledgeable of operations in other organizations
- Ability to work with a diverse workforce and "real time" problem solving ability
- Ability to display a sincere enthusiasm and support for the team approach to patient care
- Ability to manage stressful management challenges
- Understands the importance of consensus building as a means of problem solving
- Demonstrated experience in Quality Improvement processes and techniques
- Accountable for Standards of performance within areas of responsibility

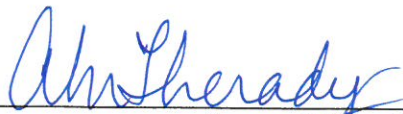
Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:



Agnes Therady
Chief Nursing Officer

9/8/17

Date

Approval:

Gladys Lopez
Chief Human Resources Officer

Date