

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



Job Code: 6809  
Grade: NS2  
FLSA: Exempt

**Standard Job Description**

**Job Title** OR Throughput (Flow Coordinator)      **Department** Operating Rooms/PAR Nursing Administration

**Job Summary**

Supervises and manages the overall nursing and operational function of the Operating Room. Utilizes the concepts of the nursing process in planning, directing and evaluating the quality and quantity of nursing care for the assigned shift. Adjusts staffing levels as appropriate on the assigned shift and for the oncoming shift. May perform direct clinical interventions based on an assessment of the circumstances.

Performs as a professional leader. Functions as a resource to the department Nurse Coordinator II, the physicians and the Clinical Nurse II. Ensures compliance with various regulatory agency standards, i.e. The Joint Commission, Illinois Department of Public Health and Centers for Medicaid and Medicare Services. Responsible for participating in Quality Improvement activities. Provides feedback to the Nurse Coordinators regarding employee performance issues related to possible and/or probably disciplinary action. Provides input in the employee performance appraisal process as appropriate related to staff assigned within their tour of duty. Recognizes standards for safety to reduce risk to individuals served.

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 counsels staff members regarding patient care, work performance, problem solving and decision making ability. Ensures nursing quality assurance standards are met by all staff members.
- Supports and counsels staff members in identifying and setting personal education objectives.
- Makes sound judgments after gathering factual, objective information. Makes effective recommendations in matters of commendation, promotion, transfer, and discipline.
- Functions as a role model and nursing care consultant. Utilizes problem solving techniques in resolving issues and conflicts with assigned shift. Acts as resource to other departments within the tour of duty.
- Assures compliance with policies and procedures, standards of performance and productivity, quality standards, environmental and infection control and other regulatory requirements.
- In cooperation with the Nurse Coordinator II and Divisional Nursing Director ensures corrective action is taken as appropriate. Documents performance issues both positive and problematic and submits to Nurse Coordinator II. When immediate corrective action is required consults with the Nurse Coordinator II "on-call" and provides documented action taken to the appropriate management.
- Utilizes knowledge of current concepts and practices related to patient care.
- Prepares various nursing service reports. Makes budgetary recommendations when requested.
- Responsible for complying with various labor contracts in carrying out duties.
- Makes rounds on assigned shift consistently to assess status of cases and patient flow.
- Assists with patient care as needed.
- Makes recommendations to Nurse Coordinator II on matters affecting quality of patient care and nursing practice.
- Supports the Hospital Mission and Policies.
- Contacts Nurse Coordinator II "on-call" when emergencies occur.
- Consistently monitors compliance with standards of care by observation, verbal report and written documentation.
- Demonstrates good judgment in the routine anticipation of staffing needs and making the necessary arrangements for staff coverage.
- Responsible for investigation, reporting and assessing appropriate responses to care provided.
- Demonstrates clinical competencies and judgment in nursing procedures.
- Interprets and implements policies and procedures and nursing care objectives for staff, physicians, patients and families.

### **Reporting Relationships**

Reports to the Director of Perioperative Services

**Minimum Qualifications**

- Bachelor of Science in Nursing (BSN) from an accredited college or university
- Current license as a Registered Professional Nurse (RN) in the State of Illinois
- Three (3) years of Operating Room (OR) Nursing work experience
- One (1) year of Nursing supervisory work experience

**Preferred Qualifications**

- Master's degree in Nursing or Business from an accredited college or university
- Certified Nurse – Operating Room (CNOR) Certification

**Knowledge, Skills, Abilities and Other Characteristics**

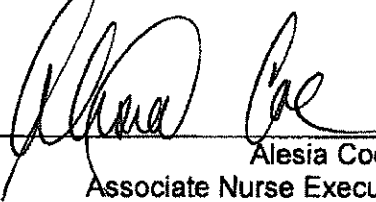
- Knowledge in the field of medical and surgical nursing
- Knowledge of management principles such as planning, organizing and staffing
- Considerable knowledge of hospital policies and procedures
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolutions skills
- Ability to adhere to department policies and standards utilizing best practices
- Ability to train by presenting concepts and demonstrating tasks
- Strong attention to detail, accuracy and precision

**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:  \_\_\_\_\_ Date 1/30/17

Alesia Coe  
Associate Nurse Executive, Inpatient

Approval: \_\_\_\_\_ Date \_\_\_\_\_

Gladys Lopez  
Chief of Human Resources