



23965 Farmington Rd.
Farmington, Michigan 48336

Contact: Linda Gadde, (248) 474-4879 office
Mid Michigan management opportunity

Job Description Profile

Description ID

Company Code

Job Class Code (0547) - SPECIALTY COORDINATOR/OR

Department Code (660) - SURGERY

Union Code #W#

Job Summary

Collaborates with other Coordinators in regard to patient care assignments. Utilizes the nursing process on admission and throughout the peri-operative experience to plan, implement and evaluate patient care; actively involving the patient and family the formulation of the plan of care and providing documentation according to documentation guidelines.

Essential Functions

1. Uses independent judgment to exercise authority on behalf of the Medical Center, or effectively recommend such action in the following areas:
 - A. May request, recruit, interview, make hiring decisions, and perform retention activities in regard to personnel for this area;
 - B. May discipline subordinates according to Medical Center procedure;
 - C. Responsible for assigning work to employees and directing the workflow in area of jurisdiction;
 - D. Attempts to resolve employee complaints/concerns;
 - E. Conducts periodic performance appraisal interviews with subordinates;
 - F. Recommends employee advancements/wage increases to Director.
2. Collaborates with other Coordinators in regard to patient care assignments.
3. Utilizes the nursing process on admission and throughout the peri-operative experience to plan, implement and evaluate patient care; actively involving the patient and family the formulation of the plan of care and providing documentation according to documentation guidelines.
4. Participates in patient and/or family teaching.
5. Demonstrates competency, knowledge in performing basic and specific skills, and the utilization of equipment required for patient care.

6. Demonstrates safe medication administration in accordance to established procedure.
7. Responds to real or simulated emergency and disaster situations according to established procedure.
8. Serves as liaison with physicians within the specialty group.
9. Serves as a liaison with families of surgical patients as needed.
10. Identifies preventative maintenance needs for specialty equipment.
11. Coordinates orientation of new employees with the Surgical Services Instructor.
12. Assures pick list and preference card development or changes for the specialty areas are current and accurate.
13. Provides recommendations to Nursing Manager for the capital budget development within the specialty group.
14. Coordinates review/evaluation of equipment and supplies in area of specialty responsibility.
15. Assumes responsibility of Nurse Manager in his/her absence.
16. Assumes responsibility for professional growth by seeking educational opportunities and utilizing programs in the hospital or elsewhere in the community.
17. Maintains daily OR schedule.
18. Participates in performance improvement activities.
19. Maintains a safe patient care environment.
20. Demonstrates understanding of Advanced Directives.
21. Provides for the age specific needs of the population served according to department standards, as evidenced by observation, documentation and peer feedback.

Newborn: Birth to discharge from BRMC

Infant: Any child up to one year.

Pediatric: One year to 12 years old.

Adolescence: 13-17 years.

Adult: 18-64 years.

Geriatric: 65 years and older.

22. Performs other related duties as required and directed.

Requirements

Required Education

1. Graduate of an accredited school of nursing and holding a current license to practice in the State of

Michigan.

2. A minimum of five years clinical experience in the operating room.

Preferred Qualifications	<ol style="list-style-type: none">3. Certification in Operating Nursing Room.1. Bachelor's degree in Nursing preferred.2. ACLS preferred.
Physical Requirements Comments	<ol style="list-style-type: none">1. Personal contact with patients, their families and representatives, the public, regulatory and other agency personnel, physicians and various Medical Center staff.2. Must be physically capable of performing Job Responsibilities with or without accommodation.

