



THE ORTHOPAEDIC SURGERY CENTER

JOB DESCRIPTION

Title: Nursing Supervisor

Department: Preop & PACU

Effective Date: October 9, 2023

Revision Dates: 4/2021, 7/2023, 10/5/2023

Position Reports To: TOSC Executive Director

Position Supervises: Preop, Postop, Preop Call and Front Desk Staff

PURPOSE: Effective supervision of all Preop and PACU personnel, with assistance from daily leads. This position will oversee daily Pre/Post flow at both TOSC and Brookfield, working with Leads to ensure staffing levels are appropriate to complete the work at each center, each day. Correction of timecards, approval of PTO and assistance with interviewing potential staff. Initial staff behavioral feedback, with escalation to the Executive Director (ED) if required. Collaboration with Preop and Postop Leads to provide yearly employee evaluation and feedback in concert with the ED. Works as the Infection Prevention and Control RN, in collaboration with the Quality, Education and Safety efforts.

Position Requirements:

Education: Graduate of an accredited school of nursing.

Experience: Minimum of two years full time or equivalent of Preop and PACU experience. Will be expected to function independently at TOSC, in the Preop and PACU areas, providing help with sick calls when needed.

Licensure: Current state of Wisconsin license in nursing

Certifications: BLS, ACLS, PALS – ACLS within 6 months of hire.

Skills: Possesses leadership qualities, excellent professional communication and customer relations skills. Understands management concepts and deploys them effectively. Possesses understanding of all equipment used in the delivery of patient care in Preop and PACU. Understands business and office procedures including scheduling and EPIC. Maintains basic Clinical Nurse requirements in Preop and PACU, as well as a thorough understanding of the role of the Pre/Post Lead personnel, allowing for assumption of that role with multiple call-out situations.

Position summary:

Supervises all Preop, PACU, Preop Call RN and front desk activities and works with Preop and PACU leads to ensure smooth Preop and PACU operations, patient safety and physician satisfaction. Approves employee vacation, corrects and approves timecards. Effectively collaborates with the Quality, Education and Safety RN to monitor parameters related to infection control and quality care in the OR. Understands IC&P standards and promotes adherence to them. Must be willing to travel between satellite sites, work flexible days and hours as needed, including evenings.



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Physical and Mental Effort:

Ability to work effectively with excellent speaking, hearing and visual acuity. Must be able to move freely including standing, walking, bending and squatting. Must be able to lift up to 50lbs. Excellent attention skills are a must.

Environmental and Working Conditions:

Works in a clean, well lit, air-conditioned environment.
Occasionally stressful when attempting to perform multiple required tasks efficiently at one time.
Possibility of exposure to infection or contagious disease, needle puncture or exposure to hazardous compounds.

Essential Functions:

The following description of job responsibilities and performance expectations is intended to reflect the major responsibilities of the job but is not intended to describe minor duties or other responsibilities that may be assigned from time to time.

- A. Lead by example. Be professional, communicate effectively, correct when necessary and participate in termination if needed.
- B. Assist Preop and PACU Leads with daily operations of the Pre/Post areas.
- C. Round with Leads to ensure effective communication and responsiveness to needs/concerns.
- D. Ensure morning availability for call-out flexibility.
- E. Mentor and develop Leads to function at full potential.
- F. Check in with physicians daily to ensure the team met their needs and determine if there are any gaps in care or performance that need to be addressed.
- G. Maintain positive relationships with physicians and addresses concerns/needs effectively and promptly. Understands when to reach out to the ED for assistance.
- H. Assume responsibility for staff timecards, punches in and out, and end of payroll week approvals.
- I. Understand the financial aspects of TOSC that apply to the OR, including staffing and purchases, to run a fiscally responsible unit.
- J. Work with ED and AP staff to determine equipment and supply needs of the pre/post area to obtain pricing and recommend purchase or hold.
- K. Participate in interviews and recommendation of pre/post staff candidates to hire.
- L. Participate in leadership meetings around planning around future-state efforts.
- M. Work with the Quality, Education and Safety RN to perform effective studies.
- N. Determines successor individual, who will serve in the Supervisor role during vacation times, to learn the role and step in should the Supervisor decide to leave the role.
- O. Conduct departmental meetings.

Based on the OSHA guidelines for protection against occupational exposure to Hepatitis and HIV, this position is described as Category I. This means that this position has exposure to blood and body fluids. Policies are in place for Universal Precautions identifying risks and appropriate barrier protection.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Board. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Surgery center / Job descriptions / Charge Nurse