



THE ORTHOPAEDIC SURGERY CENTER

JOB DESCRIPTION

Title: Nursing Supervisor, Facility-wide Infection Control and Prevention RN

Department: Operating Room and Sterile Processing Department

Effective Date: October 9, 2023

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

Position Reports To: TOSC Executive Director

Position Supervises: Surgical Staff and SPD staff

PURPOSE: Effective supervision of all OR and SPD personnel, with assistance from daily leads. This position will oversee daily OR 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 OR and SPD 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 OR experience.
Will be expected to function independently at TOSC, in the OR, providing help with sick calls when needed.

Licensure: Current state of Wisconsin license in nursing

Certifications: BLS, ACLS – ACLS within 6 months of hire.
Completion of Ambulatory IC&P education through AORN or ASCA.
CAIP Certification within 3 years of employment.

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 OR. Understands business and office procedures including scheduling and EPIC.
Maintains basic Clinical Nurse requirements in OR, as well as a thorough understanding of the role of the OR Lead personnel, allowing for assumption of that role with multiple call-out situations.

Position summary:

Supervises all OR activities and works with OR leads to ensure smooth OR operations, patient safety and physician satisfaction. Approves employee vacation, corrects and approves timecards. Effectively manages infection control and prevention, collaborating with the Quality, Education and Safety RN to monitor parameters related to infection control and quality care in the OR. Understands the IC&P standards and promotes adherence to them. Researches all infections to ensure tracking and trending of contributing factors and puts effective measures in place to mitigate the risk of reoccurrence. Must be willing to travel between satellite sites, work flexible days and hours as needed, including evenings.

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, injury from sharp instruments, or exposure to hazardous gases and 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 OR Leads with daily operations of the OR.
- 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 OR.
- J. Work with ED and AP staff to determine equipment and supply needs of the OR to obtain pricing and recommend purchase or hold.
- K. Participate in interviews and recommendation of OR staff candidates to hire.
- L. Participate in leadership meetings around planning around future-state efforts.
- M. Lead IC&P efforts throughout the facility, working with the leadership and staff to ensure standards are followed and national guidelines are upheld.
- N. Work with the Quality, Education and Safety RN to perform effective studies around IC&P.
- O. 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.
- P. 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



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