



# THE ORTHOPAEDIC SURGERY CENTER

## Executive Director Position Description

### Position Title: Executive Director The Orthopaedic Center

**Position Purpose:** The Executive Director of the surgery center is responsible for the overall clinical and human resource management activities, related to the overall, day to day, functioning of the surgery center. As a Registered Nurse, this position demands experience within a surgical setting and preferably within the operating room environment. Responsibilities include assessing, planning, implementing, managing, and coordinating patient care, physician needs, staffing, quality management and safety for clinical operations of the facility. The Executive Director is responsible for pursuing and monitoring the goals and objectives of the quality management program and patient outcomes, which are both tied to the mission and scope or service of the facility. This position requires a thorough understanding of clinical operations within the direct pathways of patient care.

### WORKING RELATIONSHIPS

**Position Reports to:** TOSC Board of Managers, OAW Chief Administrative Officer (CAO)

**Position Supervises:** Registered Nurses, Surgical Technicians, Orderlies, Central Supply Technician and/or Purchasing Clerk, X-ray technician(s) and decontamination / sterilization areas and personnel.

**Interpersonal Relationships:** As a representative of the surgery center management team, all comments, attitudes, actions, and behaviors have a direct affect on the facility's image and perceptions of service and patient care delivery. Interaction with patients, families, physicians, referral sources, visitors, co-workers, supervisors, vendors, etc. must be in a manner that is friendly, supportive, courteous, respectful, cooperative, and professional. This behavior should promote an atmosphere of teamwork which is congruent with facility standards and guidelines in order to promote positive relations for all internal and external customers; i.e. employees, physicians, patients, families, etc.

### POSITION REQUIREMENTS

#### Education, Licenses, Certifications and Experience:

- Graduate from an Accredited School of Nursing with a current registered nursing licensure to practice in the state of Wisconsin, preferably a Bachelor's degree in nursing or equivalent experience; i.e. years of work in the operating room with operating room management expertise.
- Minimum of 4-5 years of Operating Room experience; preferably with orthopedic and pain management experience.
- Understanding of AORN, ASPAN, CMS and other standards of clinical care.
- Successful completion of Advanced Life Support and Basic Cardiac Life Support Course.
- Experience managing departmental personnel within a surgical care environment a necessity.

## **SKILLS AND ABILITIES:**

1. Ability to correlate clinical issues within a framework to provide a safe surgical setting for both medical and nursing care for the patients served.
2. Ability to set priorities, trouble-shoot needs, and problem solve clinical needs and dilemmas.
3. Ability to provide direction to others that is clear, concise and promotes efficiency in meeting the needs of physicians, patients, and external customers.
4. Ability to communicate in professional manner with patients, families, co-workers, physicians, vendors, etc.
5. Ability to work within a team framework which promotes safety and quality objectives, with demonstrated leadership abilities to obtain a stable and organized facility structure for all management and clinical activities of the surgery center.

## **ESSENTIAL POSITION RESPONSIBILITIES**

### **I. Goals and Objectives:**

- Meeting the Mission of the organization,
- Meeting the needs of both physicians and patients,
- Monitoring and compiling data for the quality management program of the organization or set designee for QAPI
- Pursuing the objectives of the risk management and patient safety programs for the facility in conjunction with management.

### **II. Job Knowledge & Clinical Expertise**

#### **A. Assesses, plans, evaluates and ensures the implementation of the Patient's care to achieve identified outcomes.**

- Assesses the clinical needs of the facility and physicians to promote a safe and competent patient care environment.
- Collaborates as part of the administrative management team, with the Medical Director and the TOSC Board of Managers to ensure policy development, clinical protocols, budget compliance and management of personnel.
- Implements appropriate standards of patient care based on assessment data and facility goals. Goals are set within the framework of the quality management plan and TOSC Board of Managers.
- Coordinates nursing care assignment and interventions to enhance achievement of expected outcomes and to ensure readiness for patient care delivery in all departments within the surgery center.
- Provides daily provision of patient care, in an organized and timely manner.
- Adheres to all facility policies and procedures when providing patient care.
- Utilizes nursing care standards when planning and implementing patient care and/or coordinating and directing patient care assignments to personnel.

- Demonstrates the ability to direct and provide for patient care in emergency situations.
- Assesses learning needs of personnel and provides avenues to increase staff levels of understanding and readiness to learn.
- Oversees and plans for hiring. Delegates training, and orientation of clinical staff to experienced employees.

**B. Assumes the leadership role in the provision of quality nursing care for all patients receiving care.**

- Analyzes nursing care provided in the unit related to the established standards of care; AORN, ASPAN, CMS, CDC, OSHA, etc.
- Participates and guides the monitoring and evaluation of clinical objectives and the nursing care provided.
- Demonstrates ability to coordinate and directly participate in aspects of the clinical care provided in the facility.
- Assigns and participates in patient care responsibilities based on patient needs and abilities of staff.
- Assumes direct clinical responsibilities for patients as needed for their safe and efficient care.
- Analyzes block utilization and utilization review of physicians, makes recommendations and institutes changes as needed for the productivity of the center.
- Participates in budget and cost analysis, planning and variances.
- Demonstrates ability to make decisions concerning facility issues with suggestions for improvement.
- Provides guidance into the quality management program and processes of the facility to promote an environment of safety as well as the achievement of the mission of the facility.
- Oversees the orientation of staff.
- Participates in developing standardized patient and/or clinical education programs.
- Adaptable to frequent change and the ability to implement change.

**III.**

**Performance Improvement and Risk Management**

- Develops, through collaboration with Nurse Managers and nursing team, all clinical policies, procedures, and programs for the surgery center.
- Develops, directs, and participates in the Performance Improvement, Risk Management, Safety, Injury Illness Prevention and Infection Control programs; and ensures orientation, staff training and documentation in these programs.
- Monitors these programs, collects results and reports results to the Medical Director and/or TOSC Board of Managers.
- Attends/directs facility staff meetings, nursing management meetings, safety meetings, and Quality Council meetings as appropriate.
- Assures that all clinical policies and procedures are consistent with accepted nursing standards of practice, facility standards, state and Medicare regulatory requirements, accrediting body guidelines and OSHA guidelines.

- Monitors programs and standards of care to ensure that standards are equally applied and maintained.
- Interprets and enforces clinical policies and procedures as necessary for the clinical staff and safety programs of the facility.

#### **IV. Efficiency, Effectiveness and Compliance**

- Attends and participates in all applicable facility training and development workshops scheduled by the facility.
- Maintains work area and equipment in a clean and professional manner.
- Maintains dress and appearance according to standards as observed by management.
- Strives to be professional, courteous, helpful and cooperative
- Adheres to designated facility Standards of Business Conduct and Codes of Conduct.
- Demonstrates the safe operation of equipment and machinery and follows procedures for reporting and correcting an unsafe situation.
- Works closely with the surgery center management team to delineate and accomplish marketing strategies.
- Works cooperatively with contract service personnel to provide quality and effective ancillary and support services to the surgery center and its patients.

**MACHINES/EQUIPMENT USED:** Clinical equipment used for patient care – vital sign monitors, anesthesia machines, anesthesia supply carts, suction, gas tanks, vaporizers, crash carts, fiberoptic intubation equipment, tourniquets, cast cart, shoulder cart, ACL cart, suction, smoke evacuator, video carts, electrosurgery equipment, positioning devices, microscopes, shaver systems, blanket warmer, headlights. Office equipment: computers, copy machine, fax, telephone, etc.

**ENVIRONMENTAL CONDITIONS:** Indoors in climate-controlled environment. Patient care environment with potential exposure to blood and body fluids which may carry infection and to chemical and electrical hazards. Exposure to radiation.

**PHYSICAL REQUIREMENTS:** Good visual acuity, accurate color vision. Ability to lift/transfer patients in excess of 100 pounds, which may require pushing, pulling and essentially utilizing a full range of body movement. Ability to push a gurney with a patient in excess of 100 pounds. Ability to lift 25 pound instrument trays. Ability to push heavy equipment on wheels within the OR suite. Ability to stand, walk, stoop, kneel, crouch and/or crawl. Ability to reach, grasp, use fine finger movement and feel fine sensation to discern temperature, texture, size and shape. Ability to speak and hear.

**DEGREE OF SUPERVISION PROVIDED TO POSITION:** Collaboration with surgeons, and the Medical Director. Must be focused and self-directed to the needs of physicians, patients and employees, simultaneously. Able to work and problem solve quickly. Highly organized with the ability to foresee issues and solve them independently from a framework of both knowledge and expertise.

**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

**Job descriptions may be revised in writing, to add or delete duties at any time based on the needs of the organization and/or at the discretion of management.**

**Job Description** \_\_\_\_\_

**Executive Director Approval date** \_\_\_\_\_

**Medical Director Approval date** \_\_\_\_\_