

**Position: Operating Room Manager**

**Facility Description:**

Marin Specialty Surgery Center is currently a 2 Operating Room / 1 Procedure Room multi-specialty surgery center, located in Greenbrae, CA.

- Our operations have been growing substantially over the past year and further expansion is expected through the addition of several more surgeons and high-acuity cases.
- Marin Specialty Surgery Center will be opening a new state of the art 13,700 sq. ft Surgery Center in early 2020.
- **The new MSSC will have 3 Operating Rooms, 1 Procedure Room and 3, 23hr stay rooms to facilitate outpatient total joints and spine.**
- Our facility is AAAHC accredited and specializes in Orthopedics, Pain Management, Urology, and Plastic Surgery.
- It is an exciting time and opportunity to join our team! For facility specific information, visit: <https://marinspecialtysurgerycenter.com/>

SCA, a leader in the outpatient surgery industry, strategically partners with health plans, medical groups and health systems across the country to develop and optimize surgical facilities. SCA operates more than 210 surgical facilities, including ambulatory surgery centers and surgical hospitals, in partnership with approximately 7,500 physicians. For more information on SCA, visit [www.scasurgery.com](http://www.scasurgery.com).

**Position Description:**

Marin Specialty Surgery Center is a multi- specialty outpatient surgery center seeking a full-time OR Nurse Manager responsible for the operations, personnel and financial management of the Operating Rooms and Sterile Processing Departments. The role is accountable to support the CEO and Director of Nursing to ensure high quality, safe and appropriate nursing care, competency of clinical and non-clinical staff, and appropriate resource management related to patient care.

- Maintains the Operating Room as assigned, in accordance with written policies and in compliance with various regulatory and accrediting agencies.
- Responsible for effective staffing management of labor/productivity as well as flexing teammates appropriately.
- Ability to maintain a high level of collaboration and communication through team meetings and daily huddles via in-person, electronic and written formats.

- Assists with the development and monitoring of the standards of assigned areas pertaining to the Operating Room, and corresponding ancillary areas.
- Responsible for efficient and effective patient care and quality improvement.
- Helps in determining goals and effectively manages resources to achieve the goals.
- Provides immediate mentoring/coaching to teammates as needed.
- Maintains a collegial relationship with physicians to ensure quality patient care.
- Manages Vendor coordination and ensures compliance of MSSC Policies

**Required Skills:**

- Independent decision-making skills.
- Ability to prioritize and handle multiple projects.
- Excellent communication skills - Fosters an environment of collaboration and respect with physician colleagues, nurses and other healthcare team members.
- Effective Team Building skills and ability to maintain an excellent Culture of Safety within the organization.

**Values:**

- Ability to demonstrate, promote and apply our MSSC and SCA workplace values of:
  - Clinical Quality
  - Integrity
  - Service Excellence
  - Teamwork
  - Accountability
  - Continuous Improvement

**Qualifications:**

- Two or more years management/leadership in the operating room. At least 1 year of experience must be with an ASC
- Experience with Orthopedic service line is a must
- Outpatient Total Joint or Spine Program preferred
- Must have a BSN from an accredited school of nursing with a valid CA RN License

- BLS and ACLS required.
- CNOR preferred
- Strong competency as RN circulator with preference given to those who have scrub experience.

**Job Requirements:**

**A. Skills and Abilities:**

- Ability to correlate clinical data with patient's medical and nursing care.
- Ability to set priorities.
- Ability to provide direction to others that is clear, concise and promotes efficiency throughout the clinical areas of the facility.
- Ability to communicate well with patients, families, Teammates, physicians, other members of the healthcare team, etc.
- Recognizes legal and policy limits of individual practice.

**B. Internal Relationships (Works Closely With):**

- As a representative of Surgical Care Affiliates, all comments, attitudes, actions, and behaviors have a direct effect on the Facility's image and perceptions of quality service. Interaction with patients, families, physicians, referral sources, affiliating schools, visitors, volunteers, 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 to promote positive relations.

**C. Clinical Quality:**

1. Assesses, plans, evaluates and ensures the implementation of the patient's care to achieve identified outcomes and delivers safe patient care according to facility policy and procedure.
  - Assesses patient status on admission to the Operating Rooms and on an ongoing basis.
  - Implements appropriate standards of care based on assessment data and patient's own goals. Goals are mutually set with the patient and family
  - Coordinates nursing interventions to enhance achievement of expected outcomes and to ensure Operating Room readiness.
  - Ensures provision of patient care daily 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.

- Demonstrates ability to direct and provide for patient care in emergency situations.
  - Assesses learning needs according to patient's level of understanding and readiness to learn.
  - Evaluates patient's progress toward outcome achievement on an ongoing basis.
  - Revises plan of care based on change in patient status and/or information gathered at change of shift
  - Documents patient's progress toward achievement of outcomes.
  - Directs others in the implementation of the teaching plan.
2. Assumes an active role in the provision of quality nursing care for patients receiving care.
- Utilizes specialized nursing knowledge, nursing process and discriminative judgment while giving direct or indirect care.
  - Analyzes nursing care provided in the facility related to the established standards of care.
  - Participates in the monitoring and evaluation of nursing care provided.
  - Demonstrates ability to coordinate the nursing care provided in the facility.
  - Assigns patient care responsibilities based on patient needs and abilities of available staff.
  - Assigns charge nurse responsibilities.
  - Demonstrates ability to make decisions concerning facility-based problems.
  - Participates on quality council to facilitate improvement of patient care.
  - Directs the orientation of the Operating Room nursing staff.
  - Participates in developing standardized patient education programs, as requested.
  - Participates in team conferences on assigned patients.
3. Demonstrates continued competence in assessing, treating, and caring for individuals based upon age-specific needs utilizing a developmental perspective.
- Demonstrates appropriate knowledge and competence of designated skills identified for position.
  - Displays an understanding of each patient's cognitive, physical, emotional, and chronological maturity in the assessments, treatment, and care undertaken based on age-specific criteria.
  - Appropriately modifies approach to the patient based upon patient age utilizing a developmental perspective.
  - Provides appropriate age-specific interventions related to safety issues.
4. Demonstrates appropriate knowledge and competence of designated skills identified for position in patient care duties.

**D. Teamwork/Accountability/Integrity:**

5. Utilizes time effectively.
6. Follows established facility policies and procedures regarding attendance.
  - Maintains attendance according to guidelines and policy established by facility.
  - Adheres to tardiness policy.
  - Provides notification for unscheduled absences or tardiness in accordance with established departmental procedures as noted by supervisor.
  - Requests scheduled time off according to procedure as noted by supervisor.
7. Completes all documentation to ensure the availability of accurate and up to date information in accordance with established standards.
  - Maintains accurate records of controlled substances.
  - Documents nursing care and physicians' orders according to facility policy and best practice guidelines.
8. Adheres to established facility safety requirements and procedures to ensure a safe working environment.
  - Demonstrates to competent usage of proper body mechanics in all activities.
  - Identifies potentially unsafe situations and notifies supervisor.
  - Completes all Teammate/patient event and Variance documentation in a thorough and timely manner, as required by policy.
  - Demonstrates complete understanding of established emergency procedures for facility.
  - Practices infection control, standard precautions and universal precautions as instructed or trained.
  - Maintains work area and equipment in a neat, organized manner.
9. Assists with housekeeping tasks as necessary to provide a safe environment for patient's, teammates, physicians, and guests.
10. Performs all other duties as assigned by manager.

**E. Continuous Improvement:**

11. Maintains and evaluates own clinical expertise and clinical practice.
  - Attends 75% of unit-based staff meetings and demonstrates review of minutes for any meetings missed.
  - Provides in-services as requested by management
  - Participates in scheduled performance appraisals and demonstrates dedication to ongoing performance improvement.
12. Demonstrates and upholds the importance of continuing education.
  - Maintains and displays appropriate knowledge of professional developments through printed material or other sources.

- Attends professional training seminars for job development and shares information with other Teammates.
- Attends and participates in all applicable facility training and development workshops scheduled by the facility
- Maintains work area and equipment in an organized and clean manner
- Maintains dress and appearance according to standards set by management
- Maintains up-to-date knowledge of job description, role, and responsibilities through continuing education activities
- Maintains certification requirements and submits required evidence of certification to facility management for teammate file
- Strives to be professional, courteous, helpful and cooperative.

13. Performs all other duties as assigned by management.

**F. Compliance:**

14. Upholds and practices the principles and policies of the SCA Compliance program.

15. Demonstrates the safe operation of equipment and machinery and follows procedures for reporting and correcting an unsafe situation.

**G. Service Excellence:**

16. Communicates patient information to assure confidentiality and continuity of care.

- Documents all patient information according to established standards of care, policies and procedures.
- Provides hand-off reports to other teammates that are accurate, concise and pertinent to the patient's condition and response to care.
- Provides pertinent patient information to the physician, family, teammates and other members of the multidisciplinary team.
- Discusses patient information with other health team members in an appropriate environment.
- Documents patient's/significant other's response to teaching interventions.

17. Interacts with all patients, families, visitors and fellow employees in a mature, responsible manner to ensure a positive and professional facility environment.

- Displays a caring and responsive attitude and conducts all activities respecting patient, family and employee rights and expectations.
- Maintains confidentiality of all facility and patient information as required by facility policy.

18. Fosters a positive and professional facility environment by interacting with all persons in a considerate, helpful and courteous manner and by participating as a team member.

- Diffuses/resolves conflict by appropriately communicating with those involved.

- Accepts constructive criticism and gives suggestions in a professional manner.
- Considers age specific needs in communication.

19. Demonstrates the safe operation of equipment and machinery and follows procedures for reporting and correcting an unsafe situation.

20. Demonstrates understanding and puts into practice the SCA value of Service Excellence.

#### H. Financial Skill:

1. Completes appropriate financial management responsibilities.

- Provides input on equipment/supply needs.
- Completes patient charges in accordance with facility procedure.
- Demonstrates sound cost containment techniques.
- Participates in periodic inventory count as assigned by management.

#### I. Proficiency or Productivity Standards

**ENVIRONMENTAL CONDITIONS:** Indoors in climate-controlled environment. Patient care environment with potential exposure to unpleasant odors, to blood and body fluids which may carry infection, to infectious disease, and to chemical and electrical hazards. Occasional exposure to outdoor climate.

**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 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.

**MACHINES/EQUIPMENT USED:** Clinical/Office equipment used for patient care.

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All SCA teammates are expected to demonstrate appropriate behaviors that reflect our Values and act in ways that promote the best interest of our patients, physicians, and customers entrusted to our care.

\*Job descriptions may be revised in writing to add or delete duties at any time at the discretion of management.

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