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HCH – MINOR PROCEDURES STRUCTURE NARRATIVE

The Surgical Services Manager is responsible for the overall operation of the Minor Procedures Unit. She /He reports to the Administrative Director/CNE. She/He collaborates with other members of the hospital management team to coordinate those activities, which impact this unit. In addition, she/he collaborates with the Chiefs of Surgery and Anesthesia to insure coordination of the medical plan of care.

The Minor Procedures Unit Coordinator is responsible for the 24 hour/7 days a week management of the department. She/He is accountable for directing, planning and evaluating patient care, utilizing the nursing process. She/He is directly accountable to the Surgical Services Manager for maintaining the budget, scheduling and evaluation of staff. She/He is expected to actively participate in the activities of the unit and communicate any problems to the Surgical Services Manager. She/He accomplishes this by active involvement in the development of unit goals, standards and PI activities.

The Administrative Director/CNE and Surgical Services Manager are non-voting members of the Department of Surgery Committee for the purpose of promoting, communicating, identifying problem areas, problem solving and promoting professional relationships between nurses and physicians.

In the absence of the Minor Procedures Unit Coordinator, areas of concern are directed to the Surgical Services Manager or the Administrative Director/CNE.

The staff nurse reports to the Minor Procedures Unit Coordinator and is accountable for planning and evaluating patient care activities according to the nursing process. She/He is responsible for both the continuity and quality of care delivered.

The Surgical Department Assistant reports to the Minor Procedures Unit Coordinator. She/He is responsible for clerical duties and patient care duties as assigned by the staff RN.