

Index: 7420.000
Tab: #3
Issue Date: 8/2/90
Revised Date: May 7, 2002

OR NARRATIVE

The overall management of the unit is the responsibility of the Surgical Services Manager. The Surgical Services Manager has a collaborative relationship with the Administrative Director of Acute Care Services/Nurse Executive for responsibility of the surgical services. She has a collaborative relationship with the Surgical, Anesthesiology and OB Medical Staff as well as other hospital department heads and administrative supervisors.

The Surgical Services Manager plans, organizes, controls and evaluates unit operations to facilitate optimal standards of practice. She must maintain and demonstrate clinical and managerial skills to function as a role model for the staff as well as providing for educational and professional growth.

He/She monitors and controls the fiscal operation of the unit in collaboration with the Administrative Director/CNE, by preparing a yearly budget and evaluating expenses monthly. She works closely with the Medical Staff to project capital equipment needs and potential expansion of services. He/She collaborates with administration and physicians in developing short and long-term goals of the department.

The Administrative Director/CNE and Surgical Services Manager are non-voting members of the Surgical Staff. They attend Surgical Staff meetings for the purpose of promoting communication, identifying problem areas, problem solving and promoting professional relationships between nurses and physicians.

The OR Unit coordinator is responsible for the 24-hour/7 days a week management of the OR, directing, planning and evaluating patient care personnel and their assignments. He/She is also responsible for day-to-day maintenance of equipment and supplies. He/She is accountable directly to the Surgical Services Manager and collaborates with the Administrative Director/CNE, or Administrative Coordinator if the Surgical Services Manager is unavailable.

Nursing staff is comprised of RN, LPN and/or OR Technicians. Sufficient quantities of RN staff must be available in order to provide for a float, a scrub and circulating nurse for each scheduled room. All nursing staff is accountable to the OR Unit Coordinator or Charge Nurse when one is delegated.

During "on call" hours, the OR team is accountable to the OR Unit Coordinator, Surgical Services Manager or Administrative Coordinator depending on the situation and/or which is more readily available.

Ancillary staff includes a secretary and aides. This staff is responsible for non-professional duties of the unit as outlined in their performance standards. They are directly accountable to the OR Unit Coordinator or Charge Nurse.

The Chiefs of Surgery, Anesthesiology and OB Departments shall be available to the Surgical Services Manager, Charge Nurse, OR Unit Coordinator or Administrative Coordinator for the purpose of resolving areas of conflict and/or providing medical direction whenever necessary. Further responsibilities are defined in the Medical Staff Bylaws.