

POSITION: RN COORDINATOR

DEPARTMENT: OPERATING ROOM

REPORTS TO: OPERATING ROOM DIRECTOR

JOB SUMMARY: Under the direct supervision of the Operating Room Director, the OR Coordinator is responsible for appropriate staff assignments. The OR Coordinator is to assure an organized flow of the patient through the OR phase is done in an efficient and timely manner. Responsible and coordination of instrumentation with vendors. Responsible for dissemination of information from management to the OR staff and from the OR staff to management. The OR Coordinator is responsible for nursing activities related to the care of the patient experiencing an operative or other invasive procedure. The OR Coordinator is a resource person and provides guidance to non-licensed personnel. She/he can expect to care for adult patients, including the older adult through geriatric, and pediatric patients from 1 month through adolescence.

POSITIONS QUALIFICATIONS:

- Graduate of an accredited school of nursing.
- Minimum of two (2) years Operating Room experience in a hospital setting.
- Current Texas Nursing License.
- Current CPR, ACLS required and PALS preferred.
- Experience as an OR Charge Nurse or Coordinator
- Excellent communication skills.
- Good organization habits.
- Ability to adapt to change quickly, strong knowledge base relative to surgery procedures and management of the surgical patient.
- Understands principles of aseptic technique and their implementation.
- Ability to care for patients from infancy to geriatrics.
- Excellent teaching skills.
- Basic knowledge of continuous quality improvement ideology.