Operating Room Charge Nurse Job Description

JOB TITLE: OR Charge Nurse

POSITION REPORTS TO: OR Manager

FLSA CODE: Non-Exempt

PURPOSE: To assist the department manager in the supervision and management of the operations in the OR.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinates/delegates and re-adjusts patient assignments
   * unit-based staff
   * float agency staff
   * assignment sheet/log completion
   * orientees

2. Adjusts staffing appropriately to cover the needs of the department (including reduction and increase).

3. Maintains general overview of surgeons and their needs.

4. Reinforces the use of "Pledge To Peers."

5. Verbalizes strategies to maintain a Service Excellence-oriented approach.

6. Demonstrates mentoring ability when interacting with staff members.

7. Maintains a safe environment for staff, patients, physicians and visitors.

8. Monitors staff adherence to protocols and procedures.

9. Monitors efficient room turnover.


11. Assists in monthly staff meeting. Communicates pertinent hospital information to assigned employees via email or direct communication.

12. Maintains a working relationship with THR-Dallas.

13. Maintain continuous communication with schedulers to help solve scheduling problems and/or OR utilization.
14. Maintain communication with MD office schedulers to help resolve problems.

15. Completes or delegates the unit daily check of the following per policy/protocol:

   * Bone freezer & cabinet temperature
   * Weekly PYXIS count

16. Provides pertinent feedback to dept manager for annual staff review preparation.

17. May initiate counseling and disciplinary action with the approval of the department manager.

18. Other duties as assigned by Nurse Manager.

POSITION QUALIFICATIONS:

Licensure/Certification Registration:

   Registered Nurse in State of Texas
   Basic Cardiac Life Support
   Advanced Cardiac Life Support (or within 4 months of hire)

EXPERIENCE:

Minimum of 5 years experience in specialty area of responsibility

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle, finger, or feel objects, tools or controls; reach with hands and arms, and talk and hear. The employee frequently is required to sit. The employee is occasionally required to bend, lift, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and or move more than one hundred (100) pounds. The employee must have good visual acuity, correctable to 20/25.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is occasionally exposed to chemical fumes or airborne particles. There is a risk of electrical shock, exposure to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**OSHA:** Tasks involving exposure to blood, body fluids or tissues.

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