

UW HEALTH JOB DESCRIPTION

Manager, Perioperative Service

Job Code: 801010

FLSA Status: Exempt

Mgt. Approval: M. Bishop

Date: October 2023

Department: Surg/OR – Operating Room

HR Approval: D. Ripp

Date: October 2023

JOB SUMMARY

The Perioperative Services Manager is responsible for perioperative operations and directs the planning, implementation, and evaluation of patient care programs for the perioperative patient population. The position provides direction and leadership to ensure UW Health meets the 'Quadruple Aim' of great patient care and improved population health within an efficient cost structure while improving the work life of providers and staff. Principal responsibilities include leading daily operations, establishing and maintaining clinical standards of care, managing staff and resources, facilitating research and education, establishing strategic plans and oversight, and maintaining compliance with all policies, procedures, and regulations. The role establishes quality improvement efforts to support the delivery of patient and family-focused care and knowledge-based decision making as the framework for superior delivery of care. The Manager, Perioperative Service facilitates communication, coordination, and collaboration among disciplines regarding the identification, planning, and provision of high quality, cost-effective care.

This position actively supports an aligned approach toward the development and administration of surgical services policies, procedures, and guidelines throughout all UW Health Surgical Service Departments and participates in system wide problem solving, sharing of data, and other collaborative efforts.

MAJOR RESPONSIBILITIES

Clinical Practice and Leadership

- Lead the day-to-day operation and coordination of patient care services
- Improve patient, provider, and staff satisfaction
- Identify opportunities to increase quality, safety, effectiveness, efficiency, and improved outcomes
- Identify indicators to measure, evaluate, and improve care. Assure appropriate quality monitoring occurs to improve practice and reduce the potential for patient complications.
- Develop a strong, collaborative relationship with physicians, medical directors, other department leaders, and surgical services vendors
- Assure that patient/family centered care is provided within the Surgical Services and Nursing Department's established standards
- Assure compliance with applicable surgical service standards, Joint Commission standards, state codes, and other legal requirements
- Initiate the development and revision of policies and procedures specific to the programs of care

Personnel Management

- Direct and evaluate the department's workforce in terms of overall staffing and scheduling, adjusting to changes in care requirements, patient census, and staffing resources
- Recruit staff members who are in congruence with service excellence and quality patient care
- Develop staffing models in conjunction with speciality and patient care needs
- Engage in ongoing feedback to the effectiveness of staff members in their roles
- Identify and establish clinical learning opportunities for students in various health care disciplines. Monitor student performance in conjunction with nursing and medical faculty.

Resource Management

- Prepare and/or participate in preparation of operating budgets, including volume projections and expense and revenues estimates, in collaboration with the Director of Surgical Services
- Analyze and monitor actual budget performance and address variances
- Institute necessary modifications to procedures and department resource commitments as financial changes dictate
- Develop and monitor a system for timely, accurate charge entry and reconciliation
- Research new technology in supplies and equipment and evaluate for quality or cost improvements
- Assure that space is utilized or altered to maximize safety and efficiency
- Prepare documentation and participate in evaluation and acquisition of capital equipment and supplies

Professionalism

- Support the planning and participate in clinical research as approved by the Department of Nursing, UW Health, and/or the University of Wisconsin
- Promote both staff and personal professional growth
- Serve on Surgical Services, Nursing Department, UW Health, and medical staff committees as requested or as guided by professional interest

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

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JOB REQUIREMENTS			
Education	Minimum	Bachelor of Science – Nursing (BSN)	
	Preferred	Master's degree in Nursing	
Work Experience	Minimum	Three (3) years of relevant experience and progressive nursing leadership experience with demonstrated success	
	Preferred	<ul style="list-style-type: none"> Five (5) years of relevant experience and progressive nursing leadership experience with demonstrated success Prior surgical services experience and/or experience working in an academic medical center or complex healthcare system 	
Licenses & Certifications	Minimum	Wisconsin RN license	
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Excellent interpersonal communication, problem solving, and conflict resolution skills Possession of analytical decision-making skills necessary to quickly assess and resolve complex logistical, technical, and patient care problems and issues Ability to train, motivate, and supervise subordinate staff Ability to address and manage conflict in a direct and professional manner Ability to build collaborative relationships with providers High emotional intelligence as evidenced by ability to evaluate/perceive a situation from multiple lenses and understand various perspectives in coming to problem resolution 	
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input type="checkbox"/> Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input type="checkbox"/> Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
<input type="checkbox"/> Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
<input type="checkbox"/> Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.