Orange City Area Health System
Sanford

Available Position Description

Position: Surgical Services Nurse Manager

Description: The Surgical Services Nurse Manager plans, directs, supervises and manages nursing activities in the delivery of quality, cost-effective patient care in Surgery, Central Supply, Scope Procedure Room, Same Day Surgery Unit and Recovery Room. He/she coordinates Surgery, Procedure Room, Central Supply, Same Day Surgery Unit and Recovery Room activities and programs with other hospital services and involved physicians. He/she assumes 24° clinical and management responsibility for these areas. Responsibilities include (but are not limited to) -- general operations (patient care, staff, supplies/equipment); policies and procedures; Quality Improvement/Quality Assurance activities; member of Nursing Quality Improvement and Nurse Managers' Teams.

Number of Hours: Full-time: 32-40 hours/week based on volume

Schedule: Monday – Friday, mostly day hours.
Occasional call coverage.

Educational Requirements: RN licensure. BSN preferred but not required.

Other: Surgical experience preferred. He/she must possess strong organizational skills, communicate effectively with others both verbally and in writing, exercise good judgment in problem solving and creating a positive work environment.

Replacement: X **New:**

Date: 4/18/08

Position Filled:
Employee (s): _____ Date: _____
_____ Date: _____