

HEALTH CARE ADMINISTRATOR (OPERATING ROOM)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of an Assistant Hospital Director, the incumbent of this class is responsible for directing and coordinating the administration, organization, control and supervision of the day to day non-clinical operations of the Operating Room at the Westchester County Medical Center. Responsibility also involves coordinating these operations with other Medical Center divisions, i.e. Nursing, Housekeeping, Emergency Room, Admitting, Radiology, Labs, Medical Records, and Messenger Service, to insure the optimum level of medical services to the patients and support services to the medical and professional staff. While this position has an organizational reporting relationship with the administrative staff at the Medical Center, there is also a reporting responsibility to the Associate Director of Hospital for Nursing Service and Education on matters relating to nursing activities in the Operating Room, i.e. scheduling, staffing, training, disciplinary problems, etc. Supervision is exercised over a large number of professional, technical and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation of policies and procedures for the Operating Room and Recovery Room and implements approved hospital policies;

Maintains total administrative responsibility for the optimum use of the Operating Room, Recovery Room and contingent patient areas as assigned;

Develops operational systems which best utilize the Operating Room facilities and related resources in accordance with established overall Westchester County Medical Center policies and procedures, and in conformance with standards set forth by regulatory agencies;

Coordinates patient admissions procedures with the Admitting Office and develops schedules for the Operating Room;

Develops staffing schedules for the Operating Room, Recovery Room to cover regular and emergency services in coordination with the needs of the medical surgical staff;

Organizes equipment and space utilization to insure the most efficient and effective operation of the Operating Room and Recovery Room;

Conducts regular meetings with administrative staff from support services divisions at the Medical Center to insure adequate supplies, maintenance and upkeep of the Operating Room and Recovery Room in conformance with established standards;

Develops in conjunction with the Divisions of Medical Records, Labs, and Radiology systematic procedures to assure the expeditious flow of patient charts and lab results to and from the Operating Room;

Insures through regular inspections that the Operating Room and Recovery Room is in compliance with all standards and regulations set by the Joint Commission of the Accreditation of Hospitals and the New York State Department of Health;

EXAMPLES OF WORK (continued):

Collaborates with medical surgical staff in specialty areas to devise innovative and specialized procedures in the Operating Room and Recovery Room responsive to their needs and those of the patient;

Develops, implements and monitors statistical reporting mechanisms providing data on the utilization of the Operating Room and Recovery Room;

Prepares the annual budget for the Operating Room and Recovery Room and monitors spending in conformance with established cost controls;

Prepares reports and maintains adequate records and files on the activities of the Operating Room and Recovery Room as required;

Provides supervision and training for all Operating Room and Recovery Room staff;

Attends meetings, conferences, and seminars as required;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e., incidental vs. extensive);

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operational organization of a large hospital, particularly those aspects related to the Operating Room; knowledge of the application of current nursing techniques and procedures in an Operating Room; knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals and the New York State Department of Health as they relate to the operation of an Operating Room; good knowledge of administrative reporting and control procedures; ability to coordinate and schedule the work of multi-level staff across departmental lines; ability to establish and maintain effective working relationships with a wide range of professional, administrative, technical and clerical personnel; ability to communicate effectively both orally and in writing; sound and mature professional judgment; resourcefulness; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved school of professional nursing and either (a) a Bachelor's Degree* and either six years of experience in a hospital at an administrative or supervisory level, two of which must have been in a surgical setting working with nursing and professional medical staff; or (b) a Master's Degree* in Health Care or Hospital Administration and four years experience as stated in (a) which must have included the two years of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Exempt
MAP5

Job Class Code: C2363
Job Group: XIV