<u>OPERATING ROOM SCHEDULER</u>

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under general supervision, an incumbent of this class is responsible for performing detailed clerical functions required to maintain the automated operating room scheduling system at the Westchester Medical Center. Responsibilities include entering and updating data, as well as monitoring, verifying, confirming and distributing final schedules. Considerable contact with staff from clinical and surgical services and with residents and outside physicians is required.   Supervision is not a responsibility of this class. Does related work as required.

<u>EXAMPLES OF WORK</u>: (Illustrative Only)

Extracts patient demographic data from surgical information sheets and inputs into operating room information system;

Obtains preliminary operating room scheduling information from clinical and surgical services and enters into scheduling system according to the system coding requirements;

Monitors tentative schedules for missing service appointments and discrepancies in type of room and equipment assigned for specific procedures and contacts appropriate service to confirm or resolve;

Works with management to make any monthly adjustments to the schedule and communicates changes to surgeons' offices and others, as appropriate;

Determines the order in which the patients are scheduled, by reviewing procedures, time needed, and size of operating room available and schedules inpatients in accordance with Operating Room Committee guidelines;

Posts add-on cases and emergency cases to scheduling system as required; reviews wait list and schedules cases as rooms become available;

Prints preliminary and final schedules for operating rooms on a daily basis, forwards final schedule to shared drive, and makes copies and distributes as appropriate;

Adjust operating room schedule according to written guidelines and communicates changes to surgeons offices and others as appropriate;

Communicates the need for special instruments, supplies and equipment to nursing/cspd personnel;

Manually enters physician privileges, liaison with resident physicians and outside physicians regarding available space, and printing and distribution of final schedules are additional duties of the position.

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

Accesses 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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation, use and functions of an automated surgical scheduling system; good knowledge of medical/surgical terminology; good planning and organizational skills; good problem solving skills; ability to communicate effectively, both orally and in writing; ability to work with a high degree of accuracy and attention to detail; ability to work well under pressure; ability to work effectively with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; thoroughness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and one year experience where the primary function of the position was utilizing an automated block scheduling system to schedule the use of hospital operating rooms.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.