LVN-Surgery Coordinator

Grade: HD
OT Eligible: Yes
Comp Approval: 7/5/1995

JOB SUMMARY:
Coordinates with various departments, such as ancillary units, operating room and anesthesiology, to prepare for patient surgeries. Ensures that supplies, surgical materials and special equipment are ordered in advance. Assists physician with pre- and post-operative care. Supervises staff, prepares and analyzes statistical reports.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>% TIME</th>
<th>E/M/NA</th>
<th>Description</th>
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<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Coordinates with ancillary departments, operating room and anesthesiology to prepare for surgeries. Ensures that medical supplies, surgical materials and special equipment are ordered and received prior to surgery date. Communicates pertinent patient medical information to anesthesiology. Acts as liaison with referring physicians’ ancillary departments and keeps them informed of any changes.</td>
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<td>Assists and/or transports patients to exam rooms or surgical suites. Takes specimens to laboratory and returns with reports.</td>
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<td>Cleans, wraps and autoclaves instruments. Sets up surgical trays and assists surgeons during surgical procedures.</td>
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<td>Researches, gathers, organizes and summarizes data for reports. Analyzes data for trends or conclusions and presents results and recommendations to supervisor.</td>
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<td>Ensures that exam rooms and treatment areas are supplied and maintained adequately by support personnel.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Supervises unit employees and/or student workers, as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of unit's work.</td>
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<tr>
<td>______</td>
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<td>Assists physician with patient care in clinic and on nursing units. Monitors patient flow to ensure that patients are seen promptly and efficiently.</td>
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<td>Triage patient phone calls and provides guidance and direction to inquiries per unit protocols.</td>
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<td>Maintains a safe environment in accordance with standards, policies and safety regulations. Ensures compliance with infection control policies.</td>
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<td>Promotes security by alerting appropriate personnel for safety, fire and other unsafe situations. Reports any unusual occurrences to supervisor.</td>
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<td>Participates in in-service education programs and professional associations.</td>
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</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.
EMERGENCY RESPONSE/RECOVERY:

Essential:  
☐ No
☐ Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Specialized/Technical Training

Minimum Experience:
3 Years

Minimum Field of Expertise:
California Licensed Vocational Nurse, current BCLS certification, clinical experience in surgical specialty.

Preferred Education:
Associate’s Degree

Preferred Experience:
5 Years

Skills: Administrative:
Answer telephones
Balance figures
Communicate with others to gather information
Coordinate work of others
Gather data
Input data
Prioritize different projects
Read handwritten text
Research information
Schedule appointments
Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software

Skills: Other:
Analysis
Assessment/evaluation
Counseling
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Scheduling

Skills: Laboratory:
Advanced Laboratory Safety Techniques
Blood Borne Pathogen Safety Precautions

Skills: Machine:

Computer Peripheral Equipment
Personal Computer

Supervises: Level:

Supervises employees and student workers

Supervises: Nature of Work:

Clerical/Secretarial

SIGNATURES:

Employee: ______________________________ Date: __________________________

Supervisor: ______________________________ Date: __________________________

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.

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