UNIVERSITY OF SOUTHERN CALIFORNIA
Registered Nurse-Surgery Coordinator
Job Code: 187623

Coordinates with various departments, such as ancillary units, operating room and anesthesiology, to prepare for patient surgeries. Takes physician orders for patients, ensures that supplies, surgical materials and special equipment are ordered in advance. Assists physician with pre- and post-operative care.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<td>Takes physician orders for patient surgeries. 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 operating room staff in problem identification and resolution and in the use of special equipment, devices and instruments.</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>Ensures that exam rooms and treatment areas are supplied and maintained adequately by support personnel.</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>Identifies patients' educational needs and provides health-related information to enhance patients' understanding of medical condition and related treatments. Assists in teaching procedures.</td>
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<td>Audits patient records for quality of nursing notes and completeness of record. Oversees filing and maintenance of patient records.</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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<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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</table>

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

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
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:**
- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 3 Years

**Minimum Field of Expertise:**
- California licensed Registered Nurse, current BCLS certification, clinical experience in surgical specialty.

**Preferred Education:**
- Bachelor's Degree

**Preferred Experience:**
- 5 Years

**Skills: Administrative:**
- Answer telephones
- Communicate with others to gather information
- Coordinate work of others
- Prioritize different projects
- Read handwritten text
- Research information
- Schedule appointments
- Understand and apply policies and procedures

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

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**Supervises: Nature of Work:**
- Clerical/Secretarial
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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