



## Kamloops Surgical Centre Ltd.

# Job Description: Peri-Anesthesia Manager

### **Job Title:**

Peri-Anesthesia Manager

### **Description:**

The Kamloops Surgical Centre is building a bigger team, and we are looking for an individual to help lead our peri-anesthesia department. Our focus is on building a great culture and an engaged team! This position would be part of the leadership team, focused on engaging and supporting our staff and physicians. Work-life balance is baked into this position, no holidays, no weekends, and no late evenings. We offer a very competitive compensation package, benefits, and an RRSP matching program.

### **Main Objectives:**

- Lead a team of multidisciplinary members in the delivery of peri-anesthesia and pre-operative assessment services to our community.
- Accomplish objectives by selecting, orientating, educating, assigning, scheduling, coaching, mentoring, and performance managing team members.
- To work closely with and support the Operating Room Manager in the delivery of care and the operational running of the facility. Including manager-on-call duties.
- Promote, monitor and implement the concepts of quality management and evidence-based practice. Monitor service areas, recommend approaches for improvement activities, design new processes, collect and measure data, review and report performance over time, improve and redesign processes based on the evaluation and reassess continuously.
- Assist in preparation, coordination, and evaluation of annual fiscal operation and capital equipment budgets for assigned areas.
- Assist in the development and implementation of departmental retention strategies, recruitment, and selection. Participate in the development, coaching, motivation, and evaluation of department personnel.
- Facilitate employee understanding of job requirements. Assure availability of appropriate education to develop and maintain staff competence.
- Role models the philosophy of person-centered care. Establish a compassionate environment
- To ensure the effective operational management of the Kamloops Surgical Centre in compliance with the Standards for the College of Physicians and Surgeons of British Columbia.
- Maintain professional competence in clinical nursing within pre-operative and peri-anesthesia.

### **Reports to:**

Executive Team (Director of Surgical Services, Medical Director and CEO)

### **Direct Reports:**

Registered Nurses and Licensed Practical Nurses – peri-anesthesia Care and pre-operative care, and Administrative support staff.

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### **Duties and Responsibilities:**

- Liaise with all departments to ensure adequate staffing and any other operational requirements.
- Provide clinical care when required.
- Ensure equipment remains functioning and fit for purpose.
- Supervise clinical services as and when required.
- Make decisions regarding operational requirements as and when needed.
- Manage human resources effectively, including disciplinary processes.
- Act as employer representative for Occupational Health and Safety.
- Be fiscally responsible with supplies and property of the facility and ensure that staff are educated the same.
- Liaise with external agencies to ensure the continued operational status.
- Ensure compliance with CSA and CPSBC Standards.
- Ensure compliance with other professional bodies for professions allied to health.

### **Qualifications required:**

- Registered Nurse – current practicing license, MSN preferred.
- Peri-anesthesia Certification and/or equivalent experience
- 3 – 5 years experience; post anesthesia recovery / critical care
- Experience of pre-operative assessment is desirable and/or a willingness to commit to education in this field.
- Leadership experience
- Successful completion of Basic Life Support (BLS)/Basic Cardiac Life Support (BCLS), ACLS, and PALS within 90 days of employment or documentation of current BLS/BCLS certification

### **Working Conditions:**

The Centre is open Monday to Friday from 06:00 -17:00. There may be times where weekends and late evenings are required, not very often and scheduled well in advance. Additional meetings may take place offsite. A flexible schedule is required.

### **Physical Requirements**

#### Strength Guidelines

- The ability to lift 20-30 pounds is essential for participation in patient care.
- Physiological ability to remain standing for prolonged periods.

#### Motion Parameters

- Will require use of stairs, bending, squatting, twisting.

#### Vision and Hearing Requirements

- Vision and hearing must be good with the ability to hear in noisy situations (such as operating room)

#### Psychological Demands

- Interpretation of data is required.
- Calm demeanour is essential with the ability to make quick decisions under stressful circumstances.
- The ability to prioritize multiple demands and remain calm and confident in your decision making is essential.
- To have the ability to communicate effectively to people from diverse cultural, educational, and professional backgrounds.

**Job Type:** Full-time, Permanent

**Salary Range:** \$110,000 - \$125,000 per year

**Send resume to:** ccapper@kamloopssurgery.com

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