

UW HEALTH JOB DESCRIPTION

Senior Surgical Recovery Coordinator

Job Code: 850025	FLSA Status: Non-Exempt	Mgt. Approval: M Anderson	Date: December 2021
Department: Organ Procurement Organization		HR Approval: A Phelps Revolinski	Date: December 2021

JOB SUMMARY

Under the general direction of the Manager for Surgical Recovery and Organ Preservation, the Senior Surgical Recovery Coordinator (SSRC) assists in managing effective service operations for the recovery staff. The position works collaboratively with the UW OTD Leadership and the surgical recovery team by standardizing workflows, practice expertise, implement current evidence-based practices, provide education to internal and external stakeholders, provide guidance to Surgical Recovery staff and participate in maintaining quality assurance and regulatory readiness. The individual must have pre-existing knowledge, skills, expertise, and work experience in the field of organ recovery and preservation as well as demonstrated effective skills in influencing and leading teams.

The SSRC maintains compliance for UW Organ and Tissue Donation (UW OTD) with APOPO, (Association of Organ Procurement Organizations), CMS, UNOS and regulations to demonstrate commitment to quality. This individual will supervise the OTD workroom by ensuring supplies and space is maintained in a state of readiness. The SSRC ensure recovery teams are compliant with policies and procedures through administering competency training.

In addition to the Senior SRC responsibilities, the SSRC will fulfill duties and responsibility of a Surgical Recovery Coordinator by maintaining competency and participating in the call rotation.

MAJOR RESPONSIBILITIES

The incumbent performs the following job responsibilities as the Senior SRC:

1. Maintain competency in the Surgical Recovery Coordinator (SRC) role. Provides process leadership and contributes to on call SRC shifts
2. Innovates best practices to streamline efficiency and effectiveness of the SRC role
3. Maintain current knowledge of organ procurement and preservation of solid organs through clinical conferences, research and continuing medical education
4. Develops and leads training and mentoring programs for new and current surgical recovery staff
5. Facilitate surgical recovery team huddles and meetings in the absence of the recovery manager
6. Supervisor of the OTD work room at University Hospital. Ensure it is in a state of readiness
7. Works with recovery manager, QA and regulatory staff to develop and update department policies
8. Works with QA staff in continuous development of chart QA/Audits

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Successfully completed a surgical technologist program. Other relative healthcare professions or work experience will be considered
	Preferred	Surgical Technician or Surgical First Assistant
Work Experience	Minimum	Two (2) years of experience in a surgical and/or pre-hospital environment including at least one (1) year of experience as a Surgical Recovery Coordinator.
	Preferred	Three (3) years of experience as a Surgical Recovery Coordinator
Licenses & Certifications	Minimum	Valid WI Driver's License and current auto insurance
	Preferred	Registered Nurse, Certified Surgical Technologist, CTP, CFA
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong leadership, communication and organizational skills • Proficient with computer programs such as Word, Excel, Outlook, IOS software and devices • Ability to make good independent decisions and can act decisively at the right time • Must be available to work at a moment's notice, under difficult emotional conditions, and in highly stressful medical/surgical environments

UW HEALTH JOB DESCRIPTION

	<ul style="list-style-type: none"> • Must be able to participate in a variable 24-hour call schedule including weekdays, weekends, nights and holidays. Must assist during periods of high clinical volume outside of the posted schedule • Must be able to adjust schedule to meet organizational needs. Over-time may be required • Ability to work in excess of 12 hours at times under pressure and emotionally charged situations • Extensive amount of call hours required • Must report to work within 1 hr of notification • Ability to travel in small aircraft and emergency service vehicles • Proven effective supervisory skills, managing team performance, exhibits motivational and leadership skills to engage staff to meet organizational goals
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AGE SPECIFIC COMPETENCY (Clinical jobs only) Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

x	Infants (Birth – 11 months)	x	Adolescent (13 – 19 years)
x	Toddlers (1 – 3 years)	x	Young Adult (20 – 40 years)
x	Preschool (4 – 5 years)	x	Middle Adult (41 – 65 years)

JOB FUNCTIONS Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

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PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#

UW HEALTH JOB DESCRIPTION

	Heavy: Ability to lift to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:		Travel in small aircraft, emergency vehicles in all types of weather through out the United States and Canada Stand for long periods of time		

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.