

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

**Job Description**  
**PREOPERATIVE SERVICES DIRECTOR**

Position Assigned To: _____
You Report To: _____ (Nursing Chief)

**MISSION:** Supervise and maintain the surgical capabilities to the best possible level in respect to current conditions in order to meet the needs of in-house and newly admitted patients.

- Immediate
- \_\_\_ Receive Job Description from Nursing Chief.
  - \_\_\_ Read Job Description Sheet and put on position tag.
  - \_\_\_ Obtain briefing from Nursing Chief with Discharge Leader, Patient Tracking Leaders, and Labor Pool Leader.
  - \_\_\_ Assess current pre-op, operating suite and post-op capabilities. Project immediate and extended capacities to provide surgical services based on current data.
  - \_\_\_ If needed, notify on-call surgery team to report to the hospital.
  - \_\_\_ Notify Patient Tracking Officer to which floors patients are sent after surgery. Fax information to #55666.
  - \_\_\_ Assign and schedule O.R. teams as necessary; obtain additional personnel from Labor Pool.
- Intermediate  
&  
Extended
- \_\_\_ Contact Security Officer of security and traffic flow needs in the Surgical Services area.
  - \_\_\_ If needed supplies/equipment cannot be obtained through normal channels, notify Nursing Chief of needs.
  - \_\_\_ Keep Nursing Chief apprised of status, capabilities and projected services.
  - \_\_\_ Document all actions/decisions with a copy to Emergency Commander.
  - \_\_\_ Observe and assist any staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.
  - \_\_\_ Direct non-utilized staff to Labor Pool.