

# Join a team who cares about excellence

**BHB** ensures the highest quality health care through service excellence, education and leadership. We seek qualified, highly motivated and experienced professionals to work in a supportive but demanding environment.

## PERIOPERATIVE PATIENT COORDINATOR (PART TIME)

### Key responsibilities include:

- Leads supervisors, empowers and builds relationships with staff.
- Manages and maintains services resources
- Schedules Surgical case operations from information received from Physicians, Surgeons and the admitting Department
- Monitors Operating Room schedules are listed in computer and distributed daily
- Assists with the development of policies, procedures and standards and ensures staff compliance
- Enters statistical data into appropriate systems and processes statics for audit purposes
- Establishes and monitors critical indicators specific to the service
- Facilitates, promotes, monitors and reports quality improvement issues
- Builds and utilizes information systems to achieve organizational goals effectively
- Utilizes clinical, hospital and community resources.
- Assumes responsibility for professional development by participating in continuing education programmes, keeping current with professional literature and participating in professional organizations.

### Qualifications &/ Registration required:

- Registered Nurse with Bachelor's Degree or Diploma from an accredited institution.
- Current registration as required by the Bermuda Nursing Council.
- Five (5) years Clinical experience related to Service
- Certified Course in Management and progressive administrative experience
- Two (2) years post grad experience in a current Perioperative setting years
- Current CPR certification
- Strong Customer Service skills
- Computer literate

**Closing date for applications is: May 2, 2014.** Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,  
**visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through BHB Jobs NOW.**

Select "Work at BHB" and follow the steps.



**Bermuda Hospitals Board**

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[www.bermudahospitals.com](http://www.bermudahospitals.com)

OUR VISION IS  
TO BE THE FIRST  
CHOICE FOR HEALTH  
AND WELLNESS

Join