

# Join a team who cares about excellence

**BHB** ensures the highest in 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 FULL TIME – PART-TIME

*OPERATING ROOM*

### Key responsibilities include:

- Schedules surgical case operations upon receipt of information from surgeons, physicians and the Admitting Department
- Prepares and dispatches the Operating Room (OR) Schedule to appropriate hospital departments
- Organises surgical cases based on OR procedural standards and equipment availability and communicates pre-operative instructions to surgical patients
- Utilises advanced assessment skills to evaluate patients in conjunction with condition changes and test results
- Confers with anaesthetists to identify and correct pre-admission discrepancies and utilizes advance assessment skills to evaluate patients in conjunction with condition changes and test results
- Enters statistical data into appropriate systems and processes statistics for audit purposes
- Assists with development of policies, procedures and standards, ensure staff compliance and coordinates and conducts orientation and staff training
- Participates in continuing education and research projects

### Qualifications &/ Registration required:

- Associates degree in Science – preferred. 5 years' experience in a health care setting – clinical perioperative environment preferred. Demonstrated effective leadership skills and effectively interacts with others. Proficient in handling and prioritizing multiple tasks
- Strong knowledge of Microsoft applications and DOS is essential

## EXECUTIVE CHEF

*DIETARY DEPARTMENT*

### Key responsibilities include:

- Participates in the development of the Food Service Departments Strategic plan. Assists in the development of a balanced scored/strategic and measurement plan for the Services based on the Hospital's corporate strategic plan
- Assists in the development and implementation of specific policies and procedures. Assists with evaluating and strengthening established processes for food service delivery. Works with Clinical Dietitians, Clinical Programme Managers and Food Service Manager to define the necessary goods and services required for high-quality patient and staff delivery of Food Services
- Serve internal and external customers in a respectful manner that exceeds expectations and ensures that other staff members do so as well
- Coaches staff to work as a team to meet needs and expectations of our patients/clients and customers Assists in competency-base orientation and in-service education for staff
- Assists in monitoring the handling of food and equipment in a safe and sanitary manner, in accordance with the Sanitation Standards of the Government Environmental Services and the Food and Nutrition Services
- Assists in maintaining Accreditation standards

### Qualifications &/ Registration required:

- Bachelor's Degree from a major Culinary College or University or related culinary degree
- Registered Dietitian, Certified Dietary Manager and/or Certified Executive Chef is preferred
- ACF Member
- 10 years experience in food production settings as a Chef or in an Administrative Role  
5 years experience in managing food production operations preferably in high volume settings (not fast food)
- 2 years healthcare experience required
- Catering experience required

**Closing date for applications is: November 10, 2015.**

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)

**VISION:**  
SAFE, HIGH QUALITY,  
PEOPLE-CENTERED,  
COMPASSIONATE  
CARE EVERYDAY

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