

UW HEALTH JOB DESCRIPTION

Robotics Surgery Coordinator

Job Code: 510062	FLSA Status: Non-Exempt	Mgt. Approval: A. Dopp	Date: July 2023
Department: Surgical Services		HR Approval: J. Olson	Date: July 2023

JOB SUMMARY

The Robotics Surgery Coordinator supports each of the programs in the UW Health system (University Hospital, American Family Childrens Hospital, East Madison Hospital, and Meriter Hospital) and works closely with the operating room leadership at each hospital. The Coordinator functions autonomously in the performance of assigned responsibilities and works collaboratively with physicians, staff, and management to support the mission, vision, values, and strategic plan of UW Health.

The Robotics Surgery Coordinator is responsible for developing and engaging a highly skilled and high functioning cohesive team. This is achieved through hands on support and mentoring as well as developing and implementing standardized work, competency tools, and educational events for the entire multidisciplinary robotics team including nurses, surgical technicians, and surgical assistants. The Robotics Surgery Coordinator identifies and responds appropriately to both internal and external customer needs by maximizing utilization of available resources and helps maintain quality standards for responsive service by actively participating in data collection, management, and analysis of key quality indicators. The Coordinator actively participates on the system Robotics Steering Committee.

MAJOR RESPONSIBILITIES

Administrative

- Manages daily robotic surgery schedule for discrepancies/proper robot block utilization
- Works effectively with surgery schedulers and charge nurses to resolve conflicts and resource concerns
- Sends out robot availability to maximize utilization of robotic systems
- Orders and maintains robotic instrument/accessory inventory
- Oversees, orders, and coordinates maintenance on ancillary supply/equipment related to robotic surgery
- Provides input for annual budget for Capital Ancillary Equipment related to Robotics Program
- Maintains and updates OR/hospital guidelines/protocols related to robotic surgery
- Meets with Senior Director of Perioperative Services and Data Analysis team to discuss/provide updates on Robotics Program
- Meets regularly with Robotic clinical team leads to discuss clinical level events/needs/updates
- Co-conducts and assists with agenda development for Robotic Steering Committee meetings

Clinical

- Helps troubleshoot da Vinci systems during robotic procedures
- Collaborates with OR charge nurse and managers to support cases and develop/maintain robotic surgery teams
- Supports new surgeons and residents with onboarding to robotic surgery
- Establishes a training pathway for all new hires and current staff being training to work in robotic rooms which will include online module, hands-on in-services, and proctored cases
- Establishes clinical competencies for all staff involved in robotic procedures and guidelines for annual testing to assure competency
- Coordinates in-services to Sterile Processing Department regarding cleaning and sterilization of Specialty Robotic Instruments and accessories as needed
- Promotes standardized work for room and back table set ups as well as docking/undocking and room turnover
- Assures OR staff competency for safe pre-, intra-, and post-operative safe handling of the da Vinci systems
- Assists with the development of custom packs appropriate for the case and standardization of instrument trays (Robotic and accessory)
- Reserves availability to perform or assist with set up Robotic Surgical System for surgical procedures. Assists or sets up auxiliary equipment for Robotic procedures (ESU/Bipolar, Harmonic, BK Ultrasound Probes, etc.)
- Maintains, updates, and collects daily wrap up sheets and acts on opportunities identified and summarizes findings for Robotic Committee review.

Technical

- Coordinates routine preventative maintenance on da Vinci robotic systems
- Monitors system/instrument utilization via the da Vinci Surgery Online Community website

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- Performs an investigation for broken instruments and scopes and submits a Return Materials Authorization (RMA) report to the company for credits. Further investigates broken instruments and scopes.
- Maintains accurate preference cards and collaborates with team leads for changes (additions or deletions)
- Conducts annual refresher training sessions for seasoned robotic staff, students, and residents
- Creates and maintains Robotics Program Newsletter

Other

- Acts as point person for any da Vinci related questions/concerns (system or clinical)
- Demonstrates da Vinci surgical systems to surgeons or visiting groups
- Collaborates to problem solve and make decision to achieve desired outcomes
- Establishes effective working relationship with cross-functional team(s), other stakeholders, and/or client groups
- Ensures practices and procedures are inclusive of interpersonal and cultural diversity

All duties and requirements must be performed consistent with the UW Health Service and Performance Standards.

JOB REQUIREMENTS

Education	Minimum	Associate Degree in Nursing (ADN) or Completion of a Surgical Technologist program
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> • Formal training in robotic utilization • Two (2) years of recent operating room experience with robotic procedures
	Preferred	<ul style="list-style-type: none"> • Three (3) years of recent experience in robotic surgery • Leadership experience
Licenses & Certifications	Minimum	Basic Life Support/CPR
	Preferred	If Registered Nurse: Certified Perioperative Nurse (CNOR) If Surgical Tech: Certified Surgical Assistant (National Board of Surgical Technology and Surgical Assistant or equivalent)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Successful completion of service specific portion of the UW Health OR RN or Surgical Technologist competencies • Working knowledge of preference card development and maintenance • Strong communication skills/customer service relations • Ability to function effectively as a mentor & team player • Excellent organizational/priority setting skill • Familiar with cost containment strategies to increase organizational fiscal outcomes • Demonstrates proficiency with Microsoft programs: Excel, PowerPoint, and Word

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,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
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 up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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 up 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
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

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.