

Robert Smith

Operating Room Scheduler

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SUMMARY

Operating Room Scheduler is Achieve a maximum capacity of 14 patients per hour by ensuring that the operating room is well staffed with qualified staff members who are available to work at any time of day or night</div><div>Maintain an accurate, up-to-date patient record system and create an efficient workflow for all personnel involved in the operating room process; this includes maintaining a database of all patients in the room, their medical history, and their demographics, Developing and managing the operating room scheduling process.

SKILLS

Room Operator, Scheduling Skills, Patient Care.

WORK EXPERIENCE

Operating Room Scheduler

ABC Corporation - 2005 - 2006

- Developed new procedure templates based on current patient demographics, location, etc.
- Provided training to hospital staff on an ongoing basis.
- Provided support to other departments as needed.
- Ensured the patient care team remains up to date with information from all sources, including patient care teams and hospital resources.
- Ensured the patient care team is well-trained, knowledgeable and prepared for all incoming patients.
- Ensured that all staff members are aware of the schedule and any changes.
- Assisted in the coordination of available resources to ensure that patient care is prioritized to best meet patient needs.

Operating Room Scheduler

Delta Corporation - 2000 - 2001

- Maintain and update calendars for each shift so that staff is aware of any upcoming events.
- Ensures appropriate equipment is available for patients who require a bed change or transfer.
- Provides written reports of all staffing changes and events, including hospital policy updates regarding scheduling issues.
- Develops a schedule each day based on available resources, as well as any special requests such as surgery or medication administration.
- Maintains a high level of professional presence within the operating room.
- Date of the next scheduled shift for each OR staff member.
- Dates of all possible shifts for the upcoming week.

EDUCATION

BS