



**JSUMC – PERIOPERATIVE SERVICES  
NEW SURGEON ON-BOARDING SERVICES**

<b>Surgeon Name:</b>	<b>Group:</b>
<b>Contact Info: Cell:</b>	<b>Email:</b>
<b>Office Manager/Coord.</b>	<b>Equipment/Supply:</b>
<b>Specialty:</b>	<b>JSUMC-Clinical Coordinator (s):</b>
<b>Office Hours:</b>	

<b>Indicator</b>	<b>Responsible Party</b>	<b>Date Completed</b>
<ul style="list-style-type: none"> <li>Notification to Surgical Administrative office (732-776-2308 or 64532) of surgeon/PA/RNFA, arrival/date/specialty</li> </ul>	Department Director/Manager – Medical Staff Office Linda Paneque	
<ul style="list-style-type: none"> <li><b>Meeting with Surgeon to Review:</b></li> </ul>		
<ul style="list-style-type: none"> <li>Physician Behavior and Expectations</li> <li>Scheduling/Block Guidelines</li> <li>Add-on Cases</li> </ul>	Medical Director, Perioperative Services – David Polonet, MD V.P. Perioperative Services – Eric Coyle	
<ul style="list-style-type: none"> <li>Clinical Nurse Officer Meet &amp; Greet</li> </ul>	Ellen Angelo, CNO	
<ul style="list-style-type: none"> <li>Historical Times for Case Length</li> <li>Booking Sheet Requirements</li> <li>Procedure type</li> <li>Case start times</li> <li>Block time request</li> </ul>	MAIN OR Nurse Manager – Shannon Marek MAIN OR Assistant Nurse Mgr. Jacqueline Krin-KurKasz	
<ul style="list-style-type: none"> <li>Historical Times for Case Length</li> <li>Booking Sheet Requirements</li> <li>Procedure type</li> <li>Case start times</li> <li>Block time request</li> </ul>	ASC Nurse Manager – Eileen Fuorry ASC Assistant Nurse Manager Lauren Fryer	
<ul style="list-style-type: none"> <li>PACC, Chart Prep</li> </ul>	Operations Nurse Manager Eileen Paul	
<ul style="list-style-type: none"> <li>Meet &amp; Greet - Surgical Service Line Clinical Coordinators</li> <li>Preference Card Builds</li> <li>Equipment/supply Requests</li> <li>New Vendor/supply Process</li> </ul>	Coordinators - Kristen Siebert Kimberley Smith Angela Gilani Lainey Lally Michelle Arminio	
<ul style="list-style-type: none"> <li>Sterile Processing Department</li> <li>Review Outside Vendor/tray/implant Process</li> <li>Turnaround Times Expectations</li> <li>Instrumentation sets needs</li> <li>Preference Cards</li> </ul>	SPD Manager Lindsay Arencibia	



<ul style="list-style-type: none"> <li>• Prep/Hold – PACU</li> <li>• Discharge/Transfer Center</li> </ul>	Assistant Nurse Managers – Bernadette Romer Michelle Bobal	
<ul style="list-style-type: none"> <li>• Perioperative Data Analysis</li> </ul>	Data Analyst Katie Tuthill	
<ul style="list-style-type: none"> <li>• Scheduling Office (732) 776-4475, Opt. 1 – Main OR Opt. 2. - ASC</li> </ul>	Monday through Friday 7:30 am – 5:00 pm	
<ul style="list-style-type: none"> <li>• Information Systems</li> </ul>	Clinical Information Systems Coordinator – Currently vacant position	
<ul style="list-style-type: none"> <li>• Packet: (Badge) <ul style="list-style-type: none"> <li>• Policies: Scheduling Guidelines Classification/Add-ons H &amp; P Time out Process Cancellations Consent Form Implant Request Form Booking/Scheduling Sheet</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Supply Inventory Review <ul style="list-style-type: none"> <li>• Preference Card Builds</li> <li>• Equipment/supply Requests</li> <li>• New Vendor/supply Process</li> </ul> </li> </ul>	Specialty Service Line Clinical Coordinator	
<ul style="list-style-type: none"> <li>• Locker Assignment</li> <li>• ScrubEx machine set up</li> </ul>	Secretary – Olidia Grasso	
<ul style="list-style-type: none"> <li>• Equipment/trays/vendor’s Inventory Review</li> </ul>	Service Line Clinical Coordinator	

Comments/Follow-up: \_\_\_\_\_

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Surgeon Signature: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to the Surgical Services Department