



JOB DESCRIPTION

TITLE: Administrative Service Line Director - Surgical Services
DEPARTMENT: Surgical Services
REPORTS TO: Chief Operating Officer/Chief Nursing Officer
FLSA: Exempt

SUMMARY OF JOB:

Serves as the department leader for the Surgical Services at Community Hospital which includes Post Anesthesia Care Unit (PACU), Sterile Processing Department (SPD), Pre Op / Pre Teach, Procedure Center (PC), and Surgery as well as for the outpatient Canyon View Surgical Center.

Given broad guidance and direction and is expected to function with initiative and independent judgment to improve all clinical and operation outcomes. As a leader, will participate in the activities of the department and will train and supervise direct reports, personnel, direct departmental activities; determine staffing patterns and participates in the hiring, firing, promotions, disciplinary action and personnel evaluation.

- Create and guide the development, interpretation and application of departmental policies, budgets, strategic goals and long range plans.
- Monitors all services provided by outside contractors
- Help reduce costs and improve efficiency.
- Strategize operational growth and development of both centers
- Performs administrative duties of supervision within the department.
- Responsible for departmental quality assurance consistent with organizational policies and procedures.
- Participates actively in the goal of driving for excellence in all patient outcomes.
- Perform other duties as needed

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Colorado West Healthcare System (CWHS) expects job performance to be consistent with its mission/vision. The CWHS is actively seeking Magnet Recognition Status and robustly supports the Journey to Magnet. The CWHS believes that each Employee contributes to improved performance by continuously searching for ways to improve patient outcomes using evidence-based practice and shared governance tenets.
2. The employee will develop a solid business acumen with a foundational understanding of healthcare finance principles with the goal of enhancing fiscal performance and viability. Provide supervision, vision and development of growth opportunities for employees:

- a. Recruiting and hiring appropriate individuals, based upon the job description,
 - b. Performing an evaluation annually on all direct reports; applying the merit increase formula, when it is authorized by management, based on the employee performance evaluations,
 - c. Analyzing the skills inventory of supervised employees and planning needed training; rewarding enhanced skills with transfers or promotions,
 - d. Mentoring of direct reports to develop management, communication and technical skills necessary for higher-level positions,
 - e. Communicate, empathize and lead all employees with transformational leadership so that the company vision and strategic goals are achieved,
 - f. Disciplining and recognizing direct reports as indicated.
 - g. Scheduling and conducting periodic staff meetings to communicate, bringing supervised employees up to date on strategic initiatives, performance, clinical issues, policies, and procedures; notifies senior management of issues as needed.
3. Manages administrative and financial responsibilities of the department by:
- a. Formulates short and long-term goals for assigned departments
 - b. Assist the COO/CNO in the development of budgets for the department(s) on an annual basis
 - c. Monitors, controls, and reports budget variances as appropriate and applicable
 - d. Prepares cost/benefit proposals for capital equipment
 - e. Develops and/or finalizes work schedule(s)
 - f. Develops and/or finalizes the call schedule(s)
 - g. Completes management reports in a timely manner
 - h. Effectively communicates administrative and financial issues to staff and senior management.
4. Ensures the safety and quality of patient care:
- a. Responsible for measuring and addressing patient, nurse, and physician satisfaction and establishing action plans to address issues.
 - b. Identifies, makes provision for, and records appropriate staff orientation, continuing education and pertinent in-services.
 - c. Ensures requirements for nursing and regulatory standards are met on an annual basis
 - i. Verifies licenses of professional staff and support personnel
 - ii. Verifies required certifications and competencies
 - iii. Establishes and monitors standards of professional care in accordance with Association of Operating Room Nurses (AORN), Society of Gastrointestinal Nurses association (SGNA), Association **for** the Advancement of Medical Instrumentation (AAMI) and the American Society of Post Anesthesia Nurses (ASPAN) standards of care/practice.
 - d. Develops, revises, and implements Peri-operative, interdepartmental, and nursing and other clinical policies and procedures
 - e. Analyzes the activities and processes of department personnel, and when needed facilitate restructure
 - i. Ensures requirements for nursing standards and performance improvement plans are met.
 - ii. Reviews charts and Array/Meditech on a PRN basis
 - iii. Responsible to ensure chart audits accomplished per PI requirements
 1. Reviews unusual occurrence reports in a timely manner identifying trends for process improvement
 2. Sentinel events for failure mode and effect analysis (FMEA) or root cause analysis (RCA)

- iv. Addresses EMTALA variances
5. Verifies that the department meets mandated state and federal regulations, and accrediting body requirements (i.e.; TJC, AOA, Magnet, CO State Trauma Rules & Regs)
6. Communicates with other departments by serving as a resource person with Department Directors and staff members throughout organization
7. Markets services to the community. Continually assesses the department to determine the best infrastructure for current operations and future expansion.
8. Contributes actively to the development of a culture of patient safety.
9. Other duties as assigned:
 - a. Demonstrates leadership and support of initiatives undertaken by Clinical Services leadership.
 - b. Assists with and implements special projects
 - c. Facilitates monthly nursing staff, Magnet, and other required meetings
 - d. May assume responsibilities of Chief Nursing Officer as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Master's Degree prepared in Nursing (or doctoral degree in nursing) with a minimum of at least ten (10) years of experience as a Director in a busy OR/hospital setting with greater than 8 OR rooms.

CERTIFICATES/LICENSES:

Requires current, unrestricted licensure as a Registered Nurse in the State of Colorado
Current BLS
ACLS (required within 6 months of hire)
Certified Nurse Operating Room (CNOR) preferred

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral,

diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using professional and team centered attitude; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date