



CANYON VIEW SURGERY CENTER

JOB DESCRIPTION

TITLE: Clinical Manager
DEPARTMENT: Canyon View Surgery Center
REPORTS TO: CNO/COO
FLSA: Exempt

SUMMARY OF JOB:

The Clinical Manager supervises and coordinates all activities related to the clinical function of Canyon View Surgery Center. This includes responsibility for planning and organizing the clinical daily operations of the ASC in an efficient and cost effective manner, and planning, scheduling, and evaluating the work of all clinical staff.

RESPONSIBILITIES:

Colorado West Healthcare System (CWHHS) expects job performance to be consistent with its mission and vision 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. CWHHS 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. Planning and Development

- Identifies and participates in short and long term goal development.
- Monitors and reviews financial data in conjunction with Administrative Manager. Partners with Administrative Manager in annual budget preparation for approval by Board of Managers.
- Collaborates with physicians and ASC clinical staff in the selection of appropriate equipment and supplies.
- Develops and assumes responsibility for implementing, evaluating, and revising nursing standards and policies/procedures.
- Develops and implements a clinical staffing plan that promotes safety, quality patient care, and cost effectiveness.
- Abides by ASC compliance policies to meet all Federal, State, and regulatory requirements for licensure, certification, and accreditation.

2. Leadership and Management

- Provides all direction and guidance to clinical staff. Serves as resource in all clinical aspects of ambulatory surgery.
- Encourages staff to participate in continuing education. Allows time for inservicing and staff meetings.

- Assists clinical staff in developing and attaining goals.
- Encourages input and is receptive to suggestions made by clinical staff.
- Provides formal and informal feedback to clinical staff. Publicly acknowledges positive performance.
- Utilizes appropriate guidance and coaching techniques in the management of clinical staff.
- Encourages a positive team attitude within the entire organization.
- Works alongside clinical staff to promote teamwork, enhance knowledge base, and remain current on clinical skills.
- Displays professionalism at work and in the community.
- Actively participates in marketing the ASC to physicians, staff, and the community.
- Hires qualified clinical staff and ensures that they are oriented to department and job roles.
- Organizes clinical workload and establishes work standards to ensure efficiency and productivity.
- Develops and reviews staffing plans that provide the appropriate number of clinical staff in order to deliver quality, cost effective patient care.
- Maintains a thorough knowledge of all job functions in all clinical areas including Pre-Op, OR, and PACU.
- Delegates authority successfully.
- Adjusts to changing priorities with a minimal amount of disruption.

3. Develops Clinical Excellence by:

- Assisting to establish and monitor standards of professional care in accordance with Association of Operating Room Nurses (AORN) standards of care/practice
- Identifying areas for growth and moving forward with plans, actions, and evaluation of outcomes for permanent process improvement
- Expecting accountability for National Standards of Care from staff, physicians, and management.
- Being an mentor to others in practice of patient care
- Manage Change daily with high quality leadership to help staff adapt effectively
- Developing and implementing new employee education and orientation for the surgical services department
- Performing assessments of new employees and current staff in collaboration with management.
- Developing and implementing EMR documentation training
- Developing, coordinating, and maintaining orientation for practicum education and continuing education of surgical services personnel
- Demonstrating leadership in managing education of staff on current standards and technology
- Collaborate with the Education department to maintain staff competency requirements and certification documentation for surgical services personnel
- Promote and provide evidenced based on-going professional development opportunities to the surgical services department
- Organize and document “Just in time” education as needs arise
- Track and document all mandatory and on-going educational offerings for attendance, participation, follow up, and on-going needs

- Effective/knowledgeable at educating staffing and patients in other areas of OR such as Pre-op, PACU, Procedure centers etc.

4. Demonstrate effective, efficient Daily Operation management by:

- Assisting Surgical Services leadership in facilitating OR schedule on a daily basis, making team assignments by making adjustments to accommodate add-on cases and absent personnel. (Daily assignments are made based upon staff competencies and needs.)
- Reviewing the day's schedule for room and team assignments making adjustments to accommodate add-on cases and absent personnel
- Using the nursing process to efficiently coordinate the addition of cases to the current day's surgery schedule in conjunction with anesthesia and supervises the pulling of case preference cards from the EMR system for these add on cases
- Communicating on an on-going basis with Surgical Services leadership, as well as, PAT, Pre-Op, PACU, the scheduling coordinator, clerical staff, CS, OR teams, surgeons and anesthesiologists as needs arise
- Maintaining a calm, quiet, strong, in-charge professional demeanor at all times thereby influencing the staff, physicians, and patient's perception in high stress situations and of the departmental leadership's standards.

5. Clinical Administration (with the assistance of the Financial/operation manager)

- Supervises and directs all clinical care provided within the ASC.
- Evaluates and interprets ASC policies and procedures related to clinical care to ensure compliance with regulatory standards.
- Ensures that policies and procedures are followed by all clinical staff.
- Promotes a safe environment for all patients and staff.
- Supervises care of clinical equipment to ensure operational ability.
- Plans staff schedules and daily assignments for clinical staff or delegates this duty to a qualified staff member.
- Ensures that documentation of care is accurate and complete.
- Communicates information to all health care team members regarding patient care and outcome. Assists in the development of plan for continuous improvement of patient care.
- Works with clinical staff to evaluate and enhance the patient experience at the ASC.

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:

Bachelor's Degree in Nursing required, Master Degree in Nursing preferred. Minimum of five (5) years of nursing experience in an Operating Room or Recovery Room. Minimum of three (3) years in a management position

OR

equivalent combination of education and experience.

CERTIFICATES/LICENSES:

Current and unrestricted Registered Nurse license in the State of Colorado.

BLS,
ACLS
PALS

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 professionally 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 the "Whatever It Takes" philosophy; 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