

 Oroville Hospital	Job Description for Assistant Director Medical-Surgical Services	Department:	Med-Surg
		Dept.#:	6171, 6172
		Updated:	08/08/2014
		Position Status:	Exempt

Reports To

Director of Medical-Surgical Services

Position Summary

The Assistant Director of Medical- Surgical Services will help manage three Medical Surgical Units.

Patients Served

This position is responsible for the following age groups of patients: pediatric, adolescent, adult and geriatric.

Job Duties

Management of Department Personnel

- Provides effective leadership and supervisory support to staff
- Selects qualified and competent employees
- Ensures that all employees are provided with appropriate orientation and in-services
- Projects and coordinates sufficient staffing to meet patient care needs
- Assures that qualifications and competencies of all employees are current
- Conducts formal evaluations according to policy

Leadership Responsibilities

- Communicates Oroville Hospital vision and priorities
- Facilitates development of a team whose vision and priorities are aligned with organizational goals
- Establishes performance expectations and provides coaching to achieve positive results
- Empowers staff to make decisions by providing information and tools
- Patient Satisfaction is a priority
- Fosters teamwork, effective communication and collaboration among all departments

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- Continually seeks, analyzes and enhances patient care and services to meet and exceed the needs and expectation of the customer

Fiscal Management

- Anticipates department needs relative to finances, space and resources
- Manages personnel resources and adjusts to changing work-load, staff absence, and other needs within the parameters of staffing targets
- Responsible for appropriate equipment purchase
- Monitors and ensure compliance with the department budget

Patient Care and Advocacy

- Formulates, reviews and revises policies and procedures
- Monitors quality and appropriateness of patient care. Evaluates information, identifies and resolves problems
- Assures that department complies with all patient satisfaction goals, Medicare and Title 22
- Understands the approaches and methods of performance improvement
- Facilitates the staff in solving problems and addressing patient care issues/problems
- Participates in appropriate hospital committees and task forces specific to department services

Qualifications

Education & Licensure:

- Graduate of an accredited school of professional nursing and licensed to practice as a registered nurse in the State of California
- Current ACLS certification
- Current BLS certification
- Current PALS certification
- Current Stroke Certification

Knowledge/Experience:

- Bachelors prepared RN or equivalent experience
- 3-5 years nursing experience, Charge Nurse experience with excellent clinical nursing skills
- Must be invested in the growth of the employees under their direction
- Effective at producing improvements in patient care metrics and utilizing staff to their best potential

Additional Qualifications:*Professional Capabilities and Initiative*

- Prioritizes assignments and completes in a professional, timely manner
- Utilizes sound judgment and critical thinking skills in making decisions related to patient care and employee issues
- Actively seeks out self development and education opportunities
- Accepts accountability for assignments and informs Chief Nursing Officer if unable to complete the task
- Is neat and professional
- Participates in professional organizations
- Builds effective working relationships throughout the organization with directors, managers, staff, physicians, patients and suppliers

Ethics

- Meets obligations under the Ethics and Compliance Program
- Reports concerns through appropriate mechanism
- Evaluates all employees with response to their adherence to the Code of Conduct
- Conducts business in an honest, fair-minded and straightforward manner
- Ability to maintain sensitivity and objectivity to patients, family and significant others of all ages

Work Environment

Work area is well lighted and ventilated. Regularly exposed to the risks of blood borne and airborne diseases. Contact with patients in a wide variety of circumstances. Exposed to noise, chemicals, communicable diseases, and hazardous materials. Wears personal protective equipment as required.

Dress Code

Complies with hospital and departmental dress code. Wears name badge with job title and credentials clearly visible.

Physical Abilities

While performing the duties of this job, the employee is regularly required to stand, use hands to handle or feel objects, or controls; each with hands and arms; and talk to hear. The employee is frequently required to walk or stand for extended periods, occasionally required to sit, balance; stoop, kneel or crouch.

The employee must frequently lift and/or move 50 pounds and occasionally lift and/or move up to 100 pounds.