

 Oroville Hospital Job Description for Director Clinic Operations	Department:	Clinic Management
	Dept.#:	7070
	Last Updated:	07/08, 3/99, 04/12

Reports To

Chief Executive Officer

Job Summary

The Director of Clinic Operations provides administrative oversight and assistance to the Clinic Manager in the Development, organization, implementation and evaluation of Clinic Operations in accordance with accepted practice and hospital policies and procedures. This includes personnel oversight, providing on- going Quality Improvement monitors, ensuring current standards are met and ensuring that the skills and educational needs of the staff are met. The Director is responsible for the quality of patient care. The Director ensures that safe patient care is provided by qualified, competent, patient care staff to all patients who present to the clinics.

Duties

1. Provides Administrative oversight to the daily operations of the clinics
2. Ensures standards of patient care through QA monitors
3. Understands and works toward meeting current regulatory standards
4. Anticipates physician needs
5. Addresses problems involving personnel, medical staff, patient, families and the general public
6. Defines the overall purpose of the clinics in accordance with hospital goal
7. Plans with education department orientation and in-service training for staff members
8. Plans and evaluates job descriptions annually
9. Responsible for on-going performance evaluation, guidance and development of personnel
10. Ensures smooth daily operations and steady progress towards established clinic goals
11. Plans and operates within the approved budget
12. Responsible for cost effective programs
13. Identifies problems and communicates solutions to appropriate personnel
14. Keeps open communication with medical staff
15. Provides opportunities for growth and development of clinic staff
16. Holds staff meetings to provide opportunity for participative planning

17. Responsible for overseeing nurse and support staffing at all clinics
18. Provides direct patient care if needed
19. Performs other duties as assigned

Qualifications

1. Graduate of accredited School of Nursing
2. Current licensure by the California State Board of Nursing
3. Previous charge nurse/management experience preferred
4. Current ACLS preferred
5. Current BLS
6. Exhibit progressive professional development
7. Demonstrates flexibility and reliability
8. Ability to prioritize and problem solve
9. Ability to maintain sensitivity and objectivity to chronic medical and social problems
10. Ability to relate well to patients, families, co-workers, and physicians
11. Completion of crisis prevention training

Lifting Requirements

Lifting: Heavy, frequent lifting, not more than 100 pounds (with help) and/or carrying objects weighing up to 50 pounds.

Other: May be prolonged periods of standing, walking, reaching and/or stooping.