DIRECTOR OF SURGICAL SERVICES

DEFINITION
Under general direction of Natividad Medical Center’s (NMC’s) Assistant Administrator for Patient Care Services, the Director of Surgical Services is responsible for planning, organizing and directing the operations and staff (clinical and non-clinical) of the Surgical Services Department (Inpatient Operating Room, Outpatient Surgical Services, Anesthesia, Post-Anesthesia Care Unit and Central Sterile); assists the Patient Financial Services Director by monitoring and analyzing patient payor mix; maintains effective business relationships which promote the services of the division.

DISTINGUISHING CHARACTERISTICS
This single position management class at NMC is differentiated from other County nursing classes in its requirement to participate in business development activities, while providing overall direction and management, operational planning, administrative coordination and implementation of programs and activities related to perioperative services.

EXAMPLES OF DUTIES
Nothing in this specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

1. Develops and sustains an environment in the patient care units that support excellence and innovation in clinical nursing practice and patient care through assessing, planning, implementing and evaluating programs and standards that support positive patient care outcomes

2. Performs a variety of staff management functions including the interviewing, hiring, evaluating, counseling and terminating of assigned management and support staff

3. Facilitates, reviews, and approves the budget for NMC Perioperative Services, including estimates of future personnel and equipment needs; ensures that hospital resources are optimally utilized through participating in strategic planning and financial budgeting processes, and development of practices that achieve specific objectives and resolution of unfavorable performance variances; provides leadership and implements strategies to provide cost effective quality care

4. Provides coaching, mentoring, support and consultation to managers, colleagues, and staff; serves as role model in professional behavior and leadership skills, problem-solving ability and interpersonal skills

5. Delegate’s authority and accountability to nursing staff for clinical nursing practice and patient care decisions that are consistent with professional standards, regulatory agencies and organizational policies and procedures

6. Identifies patient and family needs of the populations served; recommends and/or develops new programs and services to meet those needs; assures that age specific equipment, supplies and educational resources are available for assigned units/services

7. Collaborates with NMC Administration and physicians to identify future opportunities, and define the direction of NMC Perioperative Services; develops, and implements plans to achieve identified goals, including OR efficiency, productivity and patient throughput targets across Perioperative continuum

8. Maintains an ongoing departmental Quality Improvement Plan and process consistent with the organizational Quality Management Plan; develops and implements unit specific standards, policies and
procedures that guide and support the provision of care and services; continuously assesses and improves assigned departments’ performance while enhancing service.

9. Reviews appropriate financial reports and makes appropriate modifications in NMC Perioperative Services to reduce costs associated with supplies, staffing, service agreements and/or identifies sound alternatives for purchasing equipment and supplies.

10. Participates in and/or chairs committees, work groups, and meetings at as appropriate.

11. Assures interdisciplinary performance improvement programs are active, maintained and ongoing. Follows up to ensure that complaints have been satisfactorily handled. Collaborates to maintain a focus on providing excellent clinical services.

12. Participates in strategic planning as it relates to patient care.

13. Maintains professional growth and development through seminars, workshops, in-services, current literature and professional affiliations to keep abreast of latest trends in fields of expertise; supports and promotes education and research.

**QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

**Knowledge and Skills:**

**Thorough Knowledge of:**

1. Current principles, practices, techniques, policies and procedures of nursing theory, practices and management.

2. Health care practices, procedures, terminology and technology as they relate to nursing and surgeon practices.

3. Expert knowledge of current clinical nursing standards of care in the Operating Room and throughout the organization.

4. Principles and practices of effective management, supervision, and leadership.

**Skill and Ability to:**

1. Principles and practices of quality assurance guidelines as they relate to the health care field control and evaluation.

2. Safety policies, procedures and practices as they relate to nursing.

3. Computer application related to nursing services.

4. Prepare and maintain records and reports.

5. Analyze situations accurately and adopt an efficient course of action.

6. Provide excellent customer service and establish and maintain working relationships with patients, staff, and physicians.

**REQUIRED CONDITIONS OF EMPLOYMENT**

Pursuant to California Code of Regulations 70055(33), the following is required:

- Possession of a valid California Registered Nurse (RN) license is required.

In addition, employees will be required to:

- Have and maintain current Basic Life Support certification.
EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

**Education:**

Bachelor’s degree in Nursing from an accredited program required, Master’s preferred

**Experience:**

Five years of experience in a surgical environment with 3 years of progressive management experience

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Vision which can be corrected to a level sufficient to successfully read and interpret physicians’ orders, administer medications and treatments, assess changes in patient status and interpret colors, on computer screens and handwritten

2. Manual dexterity to transcribe information in patient charts, operate a computer keyboard, apply treatments to patients, perform medical examinations, administer medication and manipulate equipment

3. Physical ability, such as lifting and bending, to move patients and equipment and respond to emergency/critical situations

4. Hearing which can be corrected to a level sufficient to successfully hear and interpret physiologic sounds, such as breath and bowel sounds

CLASS HISTORY

Class Code: 52A96
Established Date: November 2002
Revised Date: February 2010
Former Title: (New)

Prepared by: Gerta McClay, SPHR, IPMA-CP
Management Specialist

CLASS DATA

Job Group: 9
EEO Category: P
Work Comp. Code: 9043
Bargaining/Employee Unit: X
FLSA: E
MOCO OT: N

Approved by: Janine Bouyea, PHR
NMC Human Resources Administrator

/s/ Janine Bouyea
2/5/10
Date