Employee Name: [Redacted]

Reports To: Administrator

Job descriptions may be revised in writing to add or delete duties at any time at the discretion of management.

Summary:

Directs the operations, programs, and activities in clinical area. Plan, direct, and coordinate patient care activities to maintain standards of patient care, and advise medical staff in matters related to clinical services by performing the following duties personally or through subordinate staff. Define and maintain facility standards in nursing care and practice in accordance with all regulatory requirements and accreditation standards.

Working Relationships:

As a representative of this facility, all comments, attitudes, actions, and behaviors have a direct effect on the center's image and perceptions of quality service. Interaction with patients, physicians, referral sources, guest, visitors, volunteer workers, co-workers, supervisors, vendors, etc. must be in a manner that is friendly, supportive, courteous, respectful, cooperative and professional. This behavior should promote an atmosphere of teamwork that is congruent with the centers standards and guidelines to promote positive relations.

Essential Duties and Responsibilities:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Plans and organizes activities related to specified clinical services to ensure patient needs are met in accordance with professional standards of medical and nursing care and facility administrative procedures.

2. Coordinates activities with other facility departments, patient care units, ambulance services, medical staff, patients' relatives, law enforcement officers, the media, and other health facilities.

3. Develops, implements, and evaluates methods to ensure effective and efficient use of staff, facilities, equipment, and other resources while maintaining patient care standards.

4. Develops, implements, and coordinates quality management, utilization review, and discharge planning programs.

5. Consults with management, facility staff, anesthesia staff and medical staff on patient care or nursing problems and interpretation of facility policies to ensure patient needs are met.

6. Plans and organizes orientation and in-service training for staff members, and participates in guidance and educational programs.

7. Observe procedures and make appropriate suggestions and recommendations for improving techniques, policies, and procedures.

8. Formulates budget based on appropriate workload indicators and anticipated revenues in conjunction with Administrator.

9. Monitors and controls department costs to maintain expenditures within allocations.

10. Recommends acquisition of capital equipment.

11. Engages in studies and investigations related to improving delivery of services.

12. Direct or conduct recruitment, hiring and training of clinical personnel.

13. Direct, supervise and evaluate work activities of clinical personnel.

14. Establish work schedules and assignments for clinical staff, according to workload, space and equipment availability.

15. Maintain awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes, and cost effective options.
Director of Clinical Services – Job Description

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<td>16.</td>
<td>Maintain communication between governing board, medical staff and facility management by attending board meetings and participating in coordinating interdepartmental functioning.</td>
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<td>17.</td>
<td>Develop and implement organizational policies and procedures for clinical areas in conjunction with Administrator.</td>
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<td>18.</td>
<td>Review and analyze clinical activities and data to aid, planning, costing and risk management and to improve service utilization.</td>
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<td>19.</td>
<td>Establish clinical objectives and evaluate for meeting operational criteria.</td>
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<td>20.</td>
<td>Must have working knowledge of medical technology which includes but not restricted to: EMR, Management System, Inventory System and reporting functions.</td>
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<td>21.</td>
<td>Must excel in computer use to include, but not limited to, word, excel and email as well as other forms of communication through technology.</td>
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**Supervisory Responsibilities:**

Is responsible for directing all patient care activities within the assigned location, including the performance of such activities by other RN's, LPN's, ORT's and UAP according to established policies and procedures. Responsible for supervising clinical staff. Manages the nursing/clinical areas. Is responsible for the overall direction, coordination, and evaluation of these areas. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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.

**Educations and/or Experience:**

Requires BS degree in Nursing, from an accredited nursing school, with current RN License (Masters Degree in nursing or related field Preferred). Clinical management experience required; or equivalent combination of education and experience.

**Language Skills:**

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Certificates, Licenses and Registrations:
Current IL RN license and current CPR certification, ACLS required PALS and AORN preferred.

Other Skills and Abilities:
1. Ability to set priorities.
2. Ability to communicate well with patients, families, co-workers, etc.
3. Superior interpersonal skills.
4. Evidence of continued education in clinical nursing and universal precautions.

Physical Demands:
1. 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.
2. While performing the duties of this job, the employee is regularly required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:
1. 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.
2. While performing the duties of this job, the employee is occasionally exposed to noise level in the work environment is usually moderate.

The above statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified, but they are intended to describe the general nature and level of work being performed by people assigned to this classification.

I have had read the above job description and have had the opportunity to have any questions/clarifications answered to my understanding.

Employee Signature: ____________________________________________

Date: ________________________________________________________