



Clinical Director – Job Description

JOB SUMMARY

Steamboat Surgery Center is seeking a Clinical Director to manage our pre-op, OR, and PACU departments. Must be RN licensed in Colorado with management experience, preferably in an ambulatory surgery setting. CNOR preferred. Position is a salaried full-time position with benefits.

QUALIFICATIONS

- Must possess current Colorado RN license (Bachelor's degree preferred)
- CNOR preferred
- 2-5 years of management experience required
- Experience with ASC accreditation (AAAHC desired)
- Expert level of competency in critical care nursing, operating room, or outpatient surgery
- Specific knowledge, skills, and abilities in aseptic techniques, use and application of surgical instrumentation, and specialty surgical equipment & supplies
- High aptitude for working compatibly with physicians and staff, strong organizational skills, and a clear understanding of the importance of efficiency and cost effectiveness in an outpatient surgery center
- Able to multi-task, set priorities, manage multiple projects, and adjust agenda to accommodate high priority tasks
- Self-directed, independent problem solver
- Able to effectively direct activities of 20 clinical FTE's, monitor progress of delegated responsibilities, and impose enforcement of protocols as necessary

ESSENTIAL RESPONSIBILITIES

- Consistently prepares monthly staff schedule in accordance with staffing plan, scope of services, new processes or procedures, physician absences, and other dynamic influences which affect delivery of services.
- Establishes daily assignments based on demonstrated competencies of available staff, complexity of case mix, and recognized training opportunities.
- Determines allocation of human resources according to anticipated work load, case mix, special assignments or projects, concurrent indirect patient care activities, committee meetings, staff education, and staff absences while recognizing budgetary constraints.
- Evaluates learning needs of personnel based on demonstrated competencies, changing conditions of medical technology, advanced information technology, new processes or procedures, and individual staff members' desire for professional advancement.
- Establishes a compassionate work environment. Maintains employee/staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Promptly intervenes as necessary to personnel in non-compliance of facility policies or procedures.
- Facilitates communication between employees in the achievement of conflict resolution.

- Conducts performance appraisals and necessary follow-up with corrective action plan for staff members who are not meeting performance expectations.
- Reviews employee files for completeness of content and expiration dates of required documents. Develops corrective action plan to meet compliance of annual activities.
- Communicates directly with physicians to assess needs for future and immediate specialty instrument, supply, and/or equipment needs.
- Coordinates with anesthesia providers for case coverage and incidental changes in case management.
- Addresses staffing needs through recruitment, interviewing, and hiring process of vacated staffing positions or for growth strategy.
- Evaluates potential candidates for hire and establishes an onboarding/orientation program to promote a successful work experience and retention strategy.
- Completes or delegates payroll corrections electronically and as necessary for employee files.
- Submits or delegates bi-weekly payroll electronically after verification of employee timesheets.
- Verifies availability of equipment and instruments ensuring they are consistently in good working condition.
- Educates center personnel in supply consumption, cost containment, product standardization, and inventory management to improve center profitability.
- Consistently demonstrates professionalism under both optimal conditions and during stressful events.
- Delegates authority appropriately and monitors progress of projects held by supervisors or staff members.

If you are interested in applying, please email your cover letter and resume to: Wil Schlaff at wslchlaff@pinnacleiii.com