

University of Iowa Hospitals and Clinics

ASC CLINICAL OPERATIONS DIRECTOR – NURSE MANAGER

Position Description

UI Job Title: Nurse Manager
Classification Code: PD16
Grade: 12

GENERAL DESCRIPTION

The Clinical Operations Director – Nurse Manager provides clinical and managerial leadership and develops and directs the planning, implementation and evaluation of clinical and nursing services in the UIHC Ambulatory Surgery Center (ASC), an academic medical center ambulatory surgery center. Specific area(s) of responsibility include pre-, intra- and post-operative care.

The Clinical Operations Director – Nurse Manager is responsible for enhancing the organization's capacity to perform by addressing patient care management, change management, quality management, relationship management, information knowledge management, and resource management.

INDIVIDUAL PERFORMANCE RESPONSIBILITIES

Operations

- Manage the day-to-day clinical operations of the University of Iowa Hospitals and Clinics ASC, overseeing the activities of all constituents who provide surgical and support services within the ASC to ensure optimal patient flow, throughput and efficiency.
- Promote a collaborative, team-oriented environment that unites nurses, physicians and support staff into a dynamic working unit focused on the development of an efficient, patient-centered ASC.
- Design and implement an organized system of nursing services across all levels of surgical procedural patient care provided in the Ambulatory Surgery Center. Develop, coach, mentor and retain a qualified nursing staff.
- Establish and communicate expectations for staff contributions. Assist staff in identifying measurable performance goals and plans for goal attainment.

- Engage in timely, effective communication of issues and information to the ASC Medical Director.
- Work in close cooperation with the ASC Medical Director and ASC Administrator as a part of a close working team to insure the most efficient and safe environment for patient care.

Clinical Care

- Regularly participate in the provision of direct patient, including role-modeling of behaviors, processes and interactions that promote optimal patient flow, throughput and efficiency.

Operating and Capital Budget

- Participate in the projection, development and monitoring of annual budgets for the ASC, assuming accountability for all operational aspects of the ASC department that impact fiscal performance metrics.

Performance Improvement

- Plan, direct and monitor quality management activities to identify study and address nursing care challenges.
- Assure that all staff can identify the persons and populations they serve, understand programs designed to serve the unique needs of those constituencies, and have the training, skills and resources to accomplish their performance objectives.

Supply Chain

- In collaboration with ASC Administrator and Medical Director, develop and implement strategies to decrease cost per case. Identify opportunities and develop initiatives to increase standardization of implants, instruments and other items used in surgery.

Liaison

- Establish and maintain strategic relationships with nursing department staff, other professionals and other units/departments, including anesthesia, housekeeping, and central sterilizing services. Facilitate multidisciplinary participation in problem identification and resolution processes.
- Participate with key members of the ASC and hospital organization to promote joint planning, problem resolution and decision-making.
- Serve as ASC representative on UIHC Management Staff.

Policy & Compliance

- Ensure ASC compliance with hospital policies and procedures, regulatory agency standards, professional requirements and union contracts
- Ensure assignment of work responsibilities to staff members and evaluation of nursing staff in accordance with established standards of care, evaluation criteria, personnel policies and collective bargaining agreements.

Other

- Maintain and expand personal knowledge and skills. Maintain personal capabilities and proficiencies in compliance with all appropriate regulatory, licensure, and UIHC and ASC rules and regulations concerning nursing practice and ongoing competence.
- Analyze own performance in accordance with position expectations. Develop goals and implement a plan to meet those goals.
- Participate in and contribute to committees, teams and projects in keeping with the organization's strategic goals.
- Honest, professional and open communication with the ASC Administrative team and ASC stakeholders.

SUPERVISION EXERCISED

Supervision is exercised over all clinical staff members assigned in the ASC.

DIRECT SUPERVISION RECEIVED

The ASC Clinical Operations Director – Nurse Manager reports directly to the ASC Medical Director.

QUALIFICATIONS

Required

- A Masters degree in Nursing or equivalent combination of education and experience is required. A Master's degree in Nursing is preferred. If Master's degree is in a related field, Baccalaureate in Nursing is required.
- Considerable (3-5 years) medically based administrative and clinical Operating Room experience required.
- Demonstrated job-related experience with and/or commitment to diversity in the work/academic environment is required.
- Current license to practice nursing in Iowa required.
- Excellent written and verbal communication skills are required.

Desired

- Leadership experience developing and operating ambulatory surgery environments is highly desirable. Leadership experience in the development of a free-standing ASC is ideal.