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### **Position Specification: Manager, Post Anesthesia Care Unit**

Our client is a highly prestigious Medical Center, located in the Northern California Bay Area. Founded over 100 years ago, the Medical Center has evolved from a small city hospital into a major medical center. Our client is an accredited, fiscally sound, non-profit, nearly 400-bed facility, with more than 600 physicians. The Medical Center offers the most advanced surgical procedures, treatment options, and comprehensive health care services available. In addition to being recognized as one of the top 100 hospitals in the United States for cardiovascular services, our client offers exemplary medical, surgical, and specialty programs for spine care, orthopedics, and respiratory. The Medical Center also provides many programs and services aimed at creating a healthier community which provides urgent care to those without health insurance.

The Medical Center is a member of a prominent and well-respected regional health care system of hospitals and medical centers in California. The system encompasses some of the finest physicians, nurses, staff and facilities in the state. The organization has a deep-seated culture of providing comprehensive, excellent healthcare that is compassionate and attentive to the whole person: body, mind and spirit. These Values include Respect, Compassionate Service, Simplicity and Advocacy for the Poor.

### **The Management**

The management team is a highly competent, motivated, seasoned and compatible group of business and clinical professionals who support and empower caregivers and patients across the entire continuum of care. The style of management is deeply rooted in the team approach. To complement the management team, an individual must be able to blend his/her individual success into that of the entire team. The management team is comprised of highly focused individuals dedicated to providing the highest standards of care in a productive business and service delivery model.

### **Reporting Relationship**

The Manager of PACU reports to the Director, Surgical Services.

### **Position Description**

The Manager, PACU is responsible for the twenty four (24) hour planning, organizing, directing and controlling of the daily operations and clinical practice of the PACU and Surgery Holding environment, in order to provide quality individualized patient care to patients ranging from post-neonate to geriatric on the

age continuum, and support of the Medical Center's philosophies. The Manager, Manager, PACU assumes fiscal responsibility through the unit budgets, serves as a liaison with medical staff and other personnel, promotes the maximum growth and development of each employee, supports nursing research and assures patient advocacy. There are 28 FTE's in PACU that report to this position. The unit performs over xx procedures per year.

**Responsibilities: Clinical Practice**

1. Implements and monitors operational objectives consistent with the Medical Center and Surgical Services direction.
2. Monitors patient care management for assigned patient care area.
3. Conducts evaluative rounds on a continuous basis to assure visibility, maintain a working knowledge of unit/staff activity, assure compliance to the Patient Bill of Rights, serve as both a Patient and Nursing Advocate and collaborate with physicians and support services personnel.
4. Promotes inter/intradepartmental collaboration and communication in the management of clinical practice.
5. Complies with Universal Precautions, Hazardous Materials Management Program, and Infection Control Policies.
6. Evaluates and implements staff development/education in collaboration with the Clinical Specialist, Surgical Services, to assure quality nursing care delivery that is based on new technologies, trends, interventions and research findings. Uses available support services and nursing resources as necessary.
7. Performs direct/indirect patient care as required.

**Responsibilities: Quality Management**

1. Develops, evaluates, and monitors quality through a formalized process.
2. Completes quality audits on a quarterly basis and submits to Director, Surgical Services and Quality Assurance Committee.
3. Analyzes data to determine issues/areas for improvement and initiates change, with staff input/participation, to assure compliance.
4. Completes safety, JCAHO, etc., checklists as necessary to assure regulatory/medical center compliance.
5. Assures that all physicians performing services in the department meet all credentialing requirements for membership of the Medical Staff at Seton Medical Center.

**Responsibilities: Fiscal Accountability/Productivity**

1. Prepares and monitors unit budgets, (wage, non-wage, capital, and revenue) to accomplish fiscal objectives. a. Develops systems to monitor budgets on an on-going basis and establishes mechanisms

to evaluate, track and report variances. b. Responsible for assuring appropriate quality and quantity of nursing staff to meet patient care requirements and meet productivity/efficiency standards on a bi-weekly basis.

2. Implements cost containment measures through instilling an attitude in staff of "work smarter not harder". b. Review historic nursing tasks that are no longer valid and implement changes based on new trends and research findings. c. Review/evaluate staff mix and make changes as appropriate to assure cost effective patient care delivery. d. Monitors use of overtime, supplemental staffing, and benefit utilization to determine trends and initiate changes to maintain fiscal compliance. e. In collaboration with PACU Staff, establishes appropriate supply/equipment levels based on justified need and patient intensity and implements changes as necessary to assure non-wage budget compliance.
3. Communicates budgetary information to the staff, seeking input with the goal of productivity and increased efficiency.
4. Maintains an awareness of trends/developments in health care systems to assure a competitive edge. Markets new programs and technologies which appeal to physicians, managed care organizations, patients, and the Medical Center.
5. Monitors costs and recommends changes in charge structures to increase revenues. Submits data to the Director, Surgical Services for approval.

**Responsibilities: Human Resource Management, Leadership, Professionalism**

1. Demonstrates sound management and leadership principles with all contacts.
2. Promotes participative management with staff, physicians, and support personnel to encourage active involvement in unit and patient care decision-making.
3. Role models professionalism through risk taking, collaborative relationships, networking with colleagues, problem solving, and marketing of self, staff, unit, and medical center.
4. Demonstrates flexibility, adaptability, visibility, humanism, and humor in interactions with all contacts by using sound communication principles.
5. Initiates consistent discipline with all staff to assure fairness and resolves conflict using problem solving techniques.
6. Conducts all personnel activities, (hiring, discipline, payroll, scheduling, evaluations, commendations, etc.) in accordance with hospital policies and procedures and collective bargaining agreements.
7. Functions as both a designer and initiator of controlled change in the work environment.
8. Utilizes organizational and group dynamics to ensure the Medical Center's Values are reflected in carrying out the accountabilities of the position. This involves participating in the annual update of the Medical Center and unit goals, being knowledgeable of the Medical Center's values and actively communicating the Values to department staff members and clients.
9. Develops, implements, and monitors unit operational objectives with staff input which is consistent with policies and procedures, Practice Standards, and strategic direction of the Medical Center.

10. Assures compliance to regulatory requirements and standards of professional nursing organizations in policies and procedures.
11. Establishes/implements/evaluates patient care outcomes in collaboration with Director, Surgical Services, staff, and physicians and places accountability on all staff to assure attainment of positive, patient care outcomes.
12. Participates in professional organizations/activities.
13. Consistently applies ethical principles in decision-making and problem resolution.
14. Demonstrates active listening skills and treats all contacts with dignity and respect.
15. Provides timely follow-up on patient, physician, and staff complaints in a non-punitive manner.
16. Utilizes formal and informal methods to evaluate and recognize staff contributions to quality patient outcomes, the unit, and the Medical Center.
17. Identifies, prioritizes, and organizes work load.

**Responsibilities: Staff Development**

1. Facilitates staff development through effective use of both internal and external resources. Assures staff knowledge of education benefits offered by the Medical Center.
2. Assures staff awareness and compliance of employees to safety/loss control standards, infection control practices, body substance precautions, and Hazardous Waste Management Program. Seeks opportunities that promote professional growth of self and staff.
3. Actively participates in committees, task forces, and hospital/nursing activities to represent unit, staff, and professional nursing.
4. Maintains an open door policy with staff and physicians to assure on -going communication of issues and concerns in order to enhance patient care, nursing practice and guest relations.
5. Conducts and documents routine staff meetings to assure the timely communication of information, obtain feedback, and assure progress toward goal attainment.
6. Initiates and/or participates in the review and revision of policies and procedures on an on-going basis. Assures staff education of content changes in policies and procedures in a timely fashion.
7. Demonstrates the ability to negotiate.
8. Provides employees with on-going feedback regarding behaviors/performance to assure performance ratings are not a surprise.
9. Completes performance appraisals in a timely fashion.
10. In collaboration with the Clinical specialist, assures orientation of all new employees, yearly required training programs and BCLS certification.

**Responsibilities: Interpersonal Relationships**

1. Fosters a cooperative effort in meeting the goals of the team and sharing the workload.
2. Communicates a-positive and caring attitude toward unit, peers, staff, patients, and other contacts.

3. Seeks guidance, direction, and assistance when needed.
4. Recognizes and utilizes appropriate line of communication. Keeps team leader aware of location.
5. Applies concepts of effective communication with all contacts
6. Conveys ideas, concepts, and facts in a logical, understandable and concise manner.
7. Uses problem-solving approach to resolve job-related issues.
8. Has the ability to listen, comprehend and respond immediately to directions.

**Responsibilities: Accountability**

1. Maintains confidentiality of all patients and hospital related communications/documents.
2. Maintains clinical skills and expands knowledge base through participation in continuing education programs/in services.
3. Keeps informed of changes in practice through organizational participation and/or reading current literature.
4. Represents Surgical Services as a responsible professional in appearance and demeanor.
5. Performs required duties in accordance with prescribed hospital policies and procedures.
6. Makes reasonable efforts to inform and comfort patients and their significant others.
7. Notifies Director, Surgical Services of any injury, unusual occurrence, necessary repairs, etc.
8. Maintains CPR certification, ALCS.
9. In accordance with the mission and philosophy of the Healthcare System, provides patient care consistent with the standards of Seton Medical Center, the community, and regulatory agencies.
10. Assesses personal learning needs and utilizes available resources in self-development including new equipment/products used in performance of job.
11. Maintains membership in the American Society of Post Anesthesia Nurses (ASPAN). (Membership in the Association of Critical Care Nurses is recommended).

**Background and Education**

1. Maintains a current California Registered Nurse license.
2. Bachelor's degree or equivalent work experience required, Master's
3. Preferred.
4. Minimum of five (5) years and two years management responsibilities in Critical Care or PACU required, and knowledge of computer systems.
5. Demonstrates full command (verbal and written) of the English language.
6. Possesses the physical ability and perceptive acuity, e.g., visual and
7. hearing, to satisfactorily perform all direct and indirect patient care functions.
8. BCLS and ACLS required. ASPAN or CCRN certification preferred.

### **Opportunity**

The Medical Center offers an exceptional opportunity for a proven nurse manager or charge nurse to play a key role in the continual improvement process of a “best-in-class” surgical unit and one of top rated in the Bay Area. Our client is absolutely committed to excellence in patient care. It has a long-standing reputation of providing top surgical services to the physicians, while providing nurse managers with formal and ongoing management training for their career development and ongoing support in day-to-day operation of the unit. Our client understands the demands on nursing managers and takes proactive steps to ensure that the nurse managers receive the support they need and the management of the Medical Center is committed to making the position rewarding and fun. The successful candidate will find the position challenging, the staff pleasant, friendly and professional. It is a rare opportunity for the right person.

### **Compensation**

The compensation plan is based on a competitive base salary commensurate with the experience and the demonstrated accomplishments of the successful candidate, and will reflect the opportunity at the organization. The organization has an excellent employee benefits package, consisting of medical coverage, a dental plan, life insurance, and a 403 b program.