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Position Description: Clinical Director Emergency Department – California Pacific Medical Center

California Pacific Medical Center is one of the largest private, not-for-profit, academic medical centers in Northern California and is a Sutter Health affiliate. Our client is a tertiary referral center providing access to leading edge medicine while delivering the best possible personalized care. It provides a wide variety of services, including acute, post-acute and outpatient hospital care; home care and hospice services; preventive and complementary care and health education. Through our client's medical education program and Research Institute, physicians at California Pacific are able to bring health care innovation to the bedside. The hospital has a combined count of 669 Beds, included in several facilities.

The clinical culture at California Pacific Medical Center supports the principle that it is a privilege as well as a responsibility to make sure that every patient and referring physician has a positive experience with the organization. As an academic medical center, the relationship between the Nursing Staff and the physicians is very friendly and collaborative and often the doctors and nurses are on a first name basis. The retention rate at the facility is excellent; it is 1/3 over the state average.

The Management

The management team is a highly competent, motivated, seasoned and compatible group of 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 Clinical Director Emergency Department reports to the Director of Nursing Emergency and Critical Care.

Position Description

Under the supervision of the Director of Nursing Emergency and Critical Care, the successful candidate will provide for the delivery of efficient and effective professional nursing care for emergency units and will ensure that nursing care provided is consistent with established nursing care standards and that care is provided in a safe, appropriate and cost effective manner.

The Clinical Director Emergency Department is responsible for Emergency Operations at the Pacific Campus and the Davies Campus. The Pacific Campus receives 39,000 visits per year and the Davies Campus receives 15,000 visits per year. There are 60 FTE's (approximately 80 employees) that report to this position, including a Unit Supervisor, equal to an Assistant Clinical Director. The Pacific Campus is not a Trauma Center and the Davies Campus offers emergency microsurgery and is the referral center for digit and arm transplants.

Responsibilities: Clinical Practice

1. Implements and monitors operational objectives consistent with the Medical Center and the Emergency Department.
2. Monitors patient care management.
3. Promotes inter/intradepartmental collaboration and communication in the management of clinical practice.
4. Complies with Universal Precautions, Hazardous Materials Management Program, and Infection Control Policies.

Responsibilities: Quality Management

1. Develops, evaluates, and monitors quality through a formalized process.
2. Completes quality audits and submits them to the Director, Emergency and Critical Care.
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.

Responsibilities: Fiscal Accountability/Productivity

1. Prepares and monitors unit budgets, to accomplish fiscal objectives.
2. Develops systems to monitor budgets on an on-going basis and establishes mechanisms to evaluate, track and report variances.
3. Responsible for assuring appropriate quality and quantity of nursing staff to meet patient care requirements and meet productivity/efficiency standards.
4. Review/evaluate staff mix and make changes as appropriate to assure cost effective patient care delivery.
5. Monitors use of overtime, supplemental staffing, and benefit utilization to determine trends and initiate changes to maintain fiscal compliance.
6. Maintains an awareness of trends/developments in health care systems to assure a competitive edge.
7. Monitors costs and recommends changes in charge structures to increase revenues.

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 collaborative relationships and networking with colleagues.
4. Demonstrates flexibility, adaptability, visibility, 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. Develops, implements, and monitors unit operational objectives with staff input.
9. Assures compliance to regulatory requirements and standards of professional nursing organizations.
10. Participates in professional organizations/activities.
11. Consistently applies ethical principles in decision-making and problem resolution.
12. Demonstrates active listening skills and treats all contacts with dignity and respect.
13. Provides timely follow-up on patient, physician, and staff complaints in a non-punitive manner.
14. Utilizes formal and informal methods to evaluate and recognize staff contributions to quality patient outcomes.
15. Identifies, prioritizes, and organizes work load.

Responsibilities: Staff Development

1. Facilitates staff development through effective use of both internal and external resources.
2. Assures staff awareness and compliance of employees to safety/loss control standards, infection control practices, body substance precautions, and Hazardous Waste Management Program.
3. Seeks opportunities that promote professional growth of self and staff.
4. Actively participates in committees, task forces, and hospital/nursing activities to represent unit, staff, and professional nursing.
5. Maintains an open door policy with staff and physicians to assure ongoing communication of issues and concerns in order to enhance patient care, nursing practice and guest relations.
6. Conducts and documents routine staff meetings to assure the timely communication of information, obtain feedback, and assure progress toward goal attainment.
7. Initiates and/or participates in the review and revision of policies and procedures on an on-going basis.
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. Assures orientation of all new employees, yearly required training programs and BLS and ACLS certifications.

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.
5. Applies concepts of effective communication with all contacts.
6. Uses problem-solving approach to resolve job-related issues.
7. Has the ability to listen, comprehend and respond immediately to directions.

Background and Education

1. Maintains a current California Registered Nurse license.
2. BSN or equivalency required, MSN preferred.
3. Minimum of three years experience in acute care nursing required and two years management responsibilities in Emergency Departments.
4. Possesses knowledge of computer systems.
5. Demonstrates full command (verbal and written) of the English language.
6. PALS and ACLS required.

Opportunity

The Medical Center offers an exceptional opportunity for a proven emergency clinical Director to play a key role in the continual improvement process of a superior Emergency Unit. The successful candidate will interact with physicians and other healthcare professionals at this leading edge, academic Medical Center. Our client is absolutely committed to excellence in patient care. It has a long-standing reputation of providing Clinical Directors 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 Clinical Managers and takes proactive steps to ensure that the nurse managers receive the support they need. 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. The organization has an excellent employee benefits package, consisting of medical coverage, a dental plan, life insurance, and a 403 b program.