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Position Description: Director of Rehabilitation Services

Stanford Hospital & Clinics

Our highly prestigious client, Stanford Hospital & Clinics (SHC) is known worldwide for advanced patient care, particularly for the treatment of rare, complex disorders in areas such as cardiac care, cancer treatment, neurology, neurosurgery and organ transplants. Stanford Hospital includes 611 licensed beds. The clinics offer care in more than 100 specialties, including cancer, neurology, surgery and organ transplantation.

Patients come to Stanford from all over the Western United States and the world, often for specialized procedures unavailable elsewhere. In recognition of excellent care, the hospital and physicians consistently rank among the top in the nation in surveys by consumers and health care professionals. In July, 2002, Stanford was named to the Honor Roll of America's Best Hospitals by U.S. News & World Report. The Hospital was ranked #14 out of 100, in 2004.

Management

An overview of top management of the hospital shows an exceptional blend of clinical, operational and business expertise in the field of acute and specialty care and services. Underlying the management team's skill-set is a passionate, deep-seeded and visionary commitment to excellence, innovation and growth. The style of management and the organizational culture of excellence are deeply rooted in teamwork and mutual support.

The level of teamwork and support among the management staff is extraordinarily high and remarkably effective. This group of Managers and Directors, with their collaborative style and complete commitment to the mission, is the heart of the department's success. It is readily apparent that the management team consistently emphasizes teamwork, individual achievement and making the job fun.

To complement the management team, an individual must be able to blend their individual success into that of the entire team and share in the commitment and the satisfaction of taking care of the healthcare needs of the community.

Position Description

The Director of Rehabilitation Services is responsible for all the operations of the inpatient and out-patient services of the Department of Rehabilitation Services. This position oversees all the clinical services provided by department and insures appropriate education opportunities are available for staff to keep everyone current in treatment techniques and procedures, as well as acting as a resource person for any disputes pertaining to the provision of services.

Reporting directly to the Director are the Rehab Managers, the Resource Therapists, the Clinical Education Coordinator and the main department office staff for a total staff of 100 FTE's and nine direct reports. The Director position is primarily an administrative position with minimal patient care expectations.

The unit has 19-beds for acute rehabilitation, the balance of the in-patient treatments are done at the patient location. The major of the services are in-patient. The out-patient services are expected to grow under the leadership of the new Director.

Reporting Relationships

The Director of Rehabilitation Services reports to the Vice-President of Patient Care Services, Chief Nursing Officer. There is also a dual line of responsibility to the Medical Staff through the MD Advisory Committee.

Essential Functions and Responsibilities

- ◇ Oversees all the clinical services provided by department
- ◇ Assesses staffing models and insures appropriate numbers of therapists are on staff to provide adequate coverage.
- ◇ Hires and fires rehabilitation personnel
- ◇ Provides appropriate recognition activities to promote staff morale and the profile of the department within the hospital and community.
- ◇ Insures appropriate education opportunities are available for staff to keep everyone current in treatment techniques and procedures
- ◇ Compiles a yearly budget, under guidance of the finance department
- ◇ Assesses all equipment needs, both capital and regular
- ◇ Assures approval of requests for all necessary equipment are made within the policies of the department
- ◇ Assures yearly maintenance of equipment, per state and hospital regulations, ensuring a safe working environment
- ◇ Integrates the department into the overall hospital environment by serving on various committees
- ◇ Takes part in educational and quality improvement projects.

- ◇ Participates in intradepartmental projects as opportunities arise
- ◇ Allocates staff time and attends QI meetings as needed
- ◇ Settles any billing disputes, whether from internal departments or from customers
- ◇ Adheres to all state, federal and professional rules, regulations and laws regarding provision of care and billing
- ◇ Possesses thorough knowledge of federal, state, and local regulations affecting the practice of rehabilitative care.

Qualifications

- ◇ Must be licensed by the State of California as a Physical Therapist, Occupational Therapist or Speech & Language Pathologist
- ◇ Minimum of five years related clinical experience of which at least three years involve management functions.
- ◇ A master's degree (or equivalent) in a pertinent field is desirable or equivalent professional experience-based knowledge commensurate with the requirements of the position.

Personal Characteristics

Director of Rehabilitation Services needs to possess the patience, self-confidence and communication skills necessary to work with the clinical and administrative staff and the Physicians.

First and foremost, this individual needs to be a team player, be a superb communicator and have the style of a diplomat, i.e., be able to work in harmony with other operational entities and to negotiate agreements so each party benefits. It is imperative that he/she be skilled in bringing together the staff functions in a spirit of harmony and with a single-minded purpose.

A hands-on leader who can develop a strategic vision of the department and has the expertise to develop values and goals for a diverse group of constituents will be successful. The successful candidate will have a proven record of accomplishment of strong leadership skills to ensure that the improvement process within the department continues, that priorities are established and the goals are met.

The successful candidate will be a person who possesses a strong work ethic, rejects setbacks and values accomplishments highly. An action-oriented personality that deals with specifics within a broad conceptual framework will be most effective in this position. This individual will have an appropriate sense of urgency to react to situations quickly and decisively.

Compensation

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