

# Job Description

## Clinical Director, Perioperative Services

**Facility Name:** Lindsay House Surgery Center, LLC

**Department/Unit/Area:** Perioperative Services

**Reports to:** Medical Director/Owner

**Classification:** Exempt

**Job Summary:** Responsible and accountable for the delivery of safe, effective, direct and indirect, patient-family centered care through the continuum of perioperative care to include

- outpatient surgery
  - preoperative
  - operating room
  - postanesthesia care
  - sterile processing
  - materials management
  - facilities
  - anesthesia services.

### **Education/Licensure/Certification — Mandatory:**

- Bachelor's degree in nursing
- Graduate from an accredited school of nursing
- Current registered nurse licensure in state of employment
- Basic Life Support (BLS) certification

### **QUALIFICATIONS**

#### **Required:**

- Five years varied and progressive perioperative services experience
- Two years progressive experience in health care administration with increasing level of administrative responsibility and authority
- Experience in staffing, budget, and finance
- Strong verbal and written communication skills
- Advanced computer skills

#### **Preferred:**

- Master's degree in nursing, health care administration or business
- Certified Nurse, Operating Room (CNOR) certification
- Advanced Cardiac Life Support (ACLS) certification
- Pediatric Advanced Life Support (PALS) certification, depending on patient population

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### Primary Responsibilities:

1. Support the Organizational Culture “We create uplifting experiences that change people’s lives”. Culture is not tangible. It is comprised of values, beliefs, underlying assumptions and behaviors shared by a group of people. It is in the environment that surrounds you at work all the time. It shapes your work enjoyment, your work relationships, as well as work processes.
2. Complies with facility policies and procedures and Regulatory requirements: State, Federal and Accreditation Body AAAHC – CMS - inclusive of corporate compliance – ie. Patient Bill of Rights and Responsibilities, Privacy Notice, Advance Directives, Surprise Bill Act, Red Flag Rules, HIPAA privacy and security, ADA - Use of interpreter or sign interpreter...
3. Create and convey the Organizational Culture and Core Values to perioperative services.
4. Manage perioperative services both operationally and fiscally.
5. Verify that perioperative personnel provide safe and effective patient-centered care.
6. Assist perioperative management personnel with incorporating evidence-based knowledge into decisions for the provision of safe, patient-centered care in perioperative services.
7. Assist perioperative management personnel in evaluating practice and creating strategies for further improvement.
8. Verify that educational resources are available for perioperative services personnel and hold personnel accountable for compliance with established standards.
9. Coordinate, facilitate, and manage change within perioperative services and the health care organization.
10. Demonstrate effective communication, consultation, negotiation, and collaboration skills with members of the perioperative team and other stakeholders.
11. Collect and analyze data related to quality or performance improvement projects relative to perioperative services.
12. Use effective conflict resolution techniques.
13. Facilitate or serve as a member of a multidisciplinary team in planning perioperative patient care.
14. Evaluate perioperative personnel performance.
15. Participate in interviews for perioperative personnel selection.
16. Assess and convey to perioperative personnel the political climate within the organization.
17. Assist perioperative staff/charge nurse in verifying that necessary perioperative personnel, equipment, and supplies are available.
18. Verify perioperative services compliance with organizational policies and procedures and regulatory and accreditation standards.
19. Provide guidance, support, and constructive feedback to perioperative management team members and other team members as necessary.
20. Exhibit professional, interpersonal, and communication skills.

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21. Pursue professional growth
22. Act as a patient advocate and maintain privacy and confidentiality of individuals and health information.

### **Working Conditions/Physical Requirements:**

- Physically demanding, high-stress environment
- Rare exposure to blood and body fluids, communicable diseases, chemicals, and repetitive motions
- Full range of body motion
- Manual and finger dexterity
- Hand and eye coordination
- Sitting, standing, and walking for extensive periods of time
- Corrected vision and hearing to within normal range
- Frequently sitting at desk working on computer
- Working irregular hours

### **Travel Requirement:**

- State and National Conferences