

Northern Wyoming Surgical Center, LLC

Position Description

TITLE: DIRECTOR OF NURSING

JOB POSTING

Northern Wyoming Surgical Center is looking for a Director of Nursing. The position will be available mid to late summer, and will allow time for new DON to train with retiring DON. Prior DON held the position since the inception the Center and is retiring at the end of September 2017. This position will include Salary, Good Benefits, and generous Bonus plan.

WORK LOCATION / DESCRIPTION

Northern Wyoming Surgical Center is located in beautiful Cody, Wyoming. Just 50 miles away from the East Gate of Yellowstone National Park. Cody sits on the doorstep to an unlimited potential of outdoor recreation and the city consistently ranks in the top 100 small towns to live.

Cody has a thriving medical community and, while a small town, boasts a reputation for being the hub for medical care for the region. Northern Wyoming Surgical Center (NWSC) is a multi-specialty outpatient surgery center. Since its inception in 2000, the Center has been jointly owned by physicians and the local hospital.

The Center has 2 operating rooms and 1 procedure room and performs over 2700 cases annually. Specialties include Orthopedics, Spine, Ophthalmology, General, Urology, Gynecology, Endoscopy, and Pain Management. Primary procedures are in Orthopedics, Ophthalmology, Endoscopy, and Pain.

The Center has a tradition of being on the forefront of innovative technologies and techniques, and has been doing Total Joints for several years and has 4 Overnight Suites available. With a consistent 98% Patient Satisfaction rating, the staff is engaged in providing an outstanding patient experience.

GENERAL SUMMARY OF DUTIES

Contributes to the Center's mission and vision by managing all aspects of policies and procedures, environmental control, clinical staff, materials and equipment, and education of personnel. Responsible for on-going analysis and evaluation of nursing services rendered to improve clinical outcomes. Plans and directs the delivery of safe, effective nursing care until the patient is discharged. The Director of Nursing ensures that nursing care meets the standards of the profession, monitors and modifies the policies and procedures of the Center, and ensures policies/procedures are appropriate to the Center's patient population. The DON will demonstrate leadership by working collaboratively to promote quality customer service and patient satisfaction. The DON serves as the Infection Control Officer and the Patient Safety Officer. The DON is responsible for the Quality Improvement and Risk Management Programs for the Center.

To ensure the delivery of efficient, caring service pertinent to individual needs of pediatric, adolescent, adult and geriatric patients; commitment to providing highest quality of care.

Performs effectively in highly stressful situations. Motivated, organized and able to prioritize multiple tasks.

Interacts effectively with a wide variety of people. Serves as an example to other employees.

Reports To: Facility Administrator

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Supervises: All nursing and ancillary support personnel involved in admitting, operating, pre/post op, endoscopy, overnight stay, housekeeping and materials.

Classification: Salaried - Exempt

QUALIFICATIONS

- Current Wyoming State Registered Nurse License
- BLS/ACLS certification required; CNOR a positive
- The candidate will demonstrate good organizational and communication skills, high level management skills, and familiarity with all patient care equipment and products.
- Demonstrate continuous learning through use of various sources to meet personal and professional goals.
- The DON needs to demonstrate the ability to handle the daily management of the Center and will possess above average physical and mental health and have the ability to handle stressful situations.
- Experience working in OR and PACU, preferably in an ambulatory surgery center, and a minimum of 3 years management experience preferred
- Computer skills

RESPONSIBILITIES:

1. Supervises all nursing and ancillary support personnel involved in Pre/Post Op Areas, Operating Room, Endoscopy, Overnight Stay, Housekeeping and Materials.
2. Works closely with Facility Administrator to establish, review and revise facility policies and procedures with the approval of the Continuous Quality Improvement Committee.
3. Consults with Medical Director with regard to medical problems.
4. Communicates closely with schedulers; checks draft of each operating schedule in advance regarding approved procedures and makes necessary corrections.
5. Recruits and interviews candidates with Charge Nurse for Operating Room, Pre/Post Op Areas, Endoscopy, Housekeeping and Materials positions. Makes recommendations to the Facility Administrator regarding employee hiring or termination.
6. Collaborates with Charge Nurses in orientation of new employees.
7. Arranges in-service programs and schedules staff meetings.
8. Supervises Charge Nurses in monitoring, assigning, and/or providing relief coverage according to needs of the clinical areas. Substantiates overtime hours to the Facility Administrator.
9. Coordinates vacation and time off schedules with approval from Facility Administrator.
10. Ensures required licenses (i.e. RN, LPN, CNA) and certifications (i.e. ACLS for RNs, BLS for all employees) are current.
11. Supervises Charge Nurses in performance of annual evaluations and monitoring job performance of clinical staff to confirm compliance with policies and personal protection.
12. Affords efficient flow of procedures by monitoring surgeon availability, on time arrival, and informing surgeons of any delays.
13. Monitors sterilization procedures for instruments and supplies and storage of same.
14. Monitors maintenance and repair of medical equipment.
15. Works closely with the Safety Officer to ensure that fire drills for all Surgery Center Personnel are scheduled appropriately; ensures the Safety Officer is up to date with all pertinent inspections.
16. Collaborates with Materials Manager regarding updates on equipment and new products.
17. Serves as a member of the Continuous Quality Improvement Committee. Compiles and reports quality and risk management summaries to the committee and prepares minutes.

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18. Coordinates employee injury/illness program.
19. Reviews Incident/Occurrence Reports, completes investigative documentation as appropriate and forwards to Facility Administrator for review.
20. Serves as Interim Administrator in absence of Administrator.

LEADERSHIP QUALIFICATIONS

- Encouragement of staff input and receptive to suggestions
- Participates in developing facility objectives, formulating policies and procedures, and developing job descriptions
- Positive and consistent employee feedback and team attitude
- Promotes and enhances communication amongst all departments
- Adjust priorities and facilitates positive attitude amongst changing environment
- Provide consistent employee disciplinary procedures, if necessary. Including, suspension or termination if deemed necessary
- Interact effectively with Administrator and Business Office Manager to promote NWSC with the community, physicians, and staff as necessary
- Excellent organizational skills and ability to handle multiple priorities

PHYSICAL REQUIREMENTS

- Ability to lift fifty (50) pounds. Moving, lifting or transferring of patients may involve lifting of up to fifty (50) pounds, as well as assist with weights of more than one hundred (100) pounds.
- Ability to stand for extended periods
- Fine motor skills
- Visual acuity

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RISK for OCCUPATIONAL EXPOSURE

Category I: performs tasks that involve exposure to blood, body fluids, or tissues. All procedures or other job related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks.

I have read the Director of Nursing Job Description and understand the functions and objectives of the position at this Facility.

Employee's Signature _____ Date _____