

Job Description

Job Title: Director of Outpatient Clinic Services

Classification: Full Time/Exempt

Education Required: BSN required, or actively enrolled in BSN program, with Master’s degree

preferred, from an accredited Nursing School. Current Indiana State

Nursing License required.

Reports to: CNO

Creation Date: 12/20/16

Revised Date:

Job Summary

Under the supervision of the Chief Nursing Officer, this position is responsible for managing the day to day operations of Chronic Care Management, Cardio/Pulmonary Rehab, Primary and Specialty Care Clinics. This includes the supervision, management, health care, supply & equipment needs, fiscal management and patient care of these units. The Director is responsible for the proper functioning of the Departments through administrative and technical direction and assists in the accomplishment of the hospital's mission statement through integrated nursing leadership. Directs, supervises, orients/trains and evaluates staff. Enforces policies, procedures and standards of operation. Position is responsible for approving timekeeping, employee evaluation, meeting applicable regulatory standards, approving supply orders and department strategic planning.

Essential Duties and Responsibilities:

* Oversees successful daily department operations to achieve quality improvement, fiscal productivity and patient satisfaction goals/objectives.
* Supervises all Outpatient Clinic Services employees, including performance and departmental accomplishments to meet hospital and regulatory requirements.
* Promotes teamwork with physicians and all health care providers.
* Acts as a liaison with patients and their representatives, physicians and employees, to ensure high-quality patient care.
* Manages Outpatient Clinic Services supplies and equipment to maximize productivity and minimize costs.
* Assesses educational needs of department employees and works with other nurse managers in developing or securing appropriate outside resources to meet the identified needs.
* Keeps Chief Nursing Officer informed of any unusual concerns, situations, events or conditions relative to staff, patients, families or physicians.
* Attends required hospital and department committee meetings. Attends in-service/seminars to maintain skills in areas of responsibility to be able to serve as a resource person to staff.
* Maintains employee, patient and hospital confidentiality at all times according to acceptable professional standards.
* Participates in the development and implementation of the budget for Outpatient Clinic Services.
* Other duties as may be assigned.

Job Requirements

Education: BSN required, with Master’s degree preferred, from an accredited Nursing School.

Licensure/Certification: Current Indiana Registered Nurse License. CPR, ACLS, PALS required.

Experience: At least five (5) years relevant clinical nursing and supervisory experience. Must be able to utilize independent decision making skills in a wide variety of situations. Knowledge of guidelines and requirements for applicable Regulatory agencies, such as JCAHO, AHCA and OSHA. Personal computer skills required. Frequent contact with employees, physicians, customers, community individuals and volunteers. Must be self-motivated to complete work in a timely manner to meet deadlines.

Physical Requirements: Frequent walking, standing, and sitting. Frequent reaching, stooping, and bending. Good visual acuity.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_