



23965 Farmington Rd.
Farmington, Michigan 48336

Contact: Linda Gadde, (248) 474-4879 office
Mid Michigan management opportunity

CLASSIFICATION: Nursing Manager Surgery/PACU/SPD

DEPARTMENT: Patient Care Services

RESPONSIBLE TO: Director of Surgery Services

SUPERVISES: Patient Care Services Personnel within assigned area(s)

SUMMARY:

The Nursing Manager is a first line manager designated as the leader for a specified program area(s), its patient population and assigned staff. As such, he/she has 24 hour responsibility and accountability for all patient care activities, unit operation, and staff function.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Bachelor's degree in Nursing required.
2. Must possess current Michigan RN license.
1. Previous Surgical Services management experience required.
2. Specialty certification preferred.
3. Master's degree in Nursing preferred.
6. ACLS preferred.

JOB RESPONSIBILITIES:

1. Uses independent judgment to exercise authority on behalf of the Medical Center, or effectively recommend such action in the following areas:
 - May request, recruit, interview, make hiring decisions, and perform retention activities in regard to personnel for this area;
 - May discipline subordinates according to Medical Center procedure;
 - Responsible for assigning work to employees and directing the workflow in area of jurisdiction;
 - Attempts to resolve employee complaints/concerns;
 - Conducts periodic performance appraisal interviews with subordinates;
 - Recommends employee advancements/wage increases to Director.
2. Matches the patient's nursing care needs with the nursing skill mix available and ensures appropriate placement of the patient by maintaining ongoing communication with the Admitting Department.
3. Responsible for the evaluation and planning of departmental/unit activities.
4. Responsible for and acts as a role model on all patient related clinical activities in area of jurisdiction at all times.

- Assessing patient/family needs.
- Planning care based on needs.
- Implementing planned care.
- Evaluating and documenting outcome of care.

JOB RESPONSIBILITIES (cont'd):

5. Assists in the preparation and administration of the departmental area or unit budget.
6. Assists the OR Educator with orientation, training and continuing education of employees in area, while maintaining own clinical and management competence.
7. May assist in the evaluation of new equipment for the area.
8. Assists in assuring compliance with all regulatory and other agency requirements; laws and statutes pertaining to the operation of the department; participates in all accreditation and licensing processes.
9. Demonstrates awareness of hospital and departmental policies, participates in their development as appropriate, and uses these as a basis for decision making for both clinical and management issues; participates in the development of job descriptions and in the writing of performance standards for employees in his/her areas.
10. Serves on committees, task forces, and work groups.
11. Directly supervises the OR Clinical Coordinators and serves as a mentor and resource to assist them with their job responsibilities.
12. Meets on a regular basis with Clinical Coordinators to problem-solve, initiate department changes and to plan for new services.
13. Works directly with the Manager of AMB, PMC, and OPD to ensure an efficient and timely flow for patients through surgical services.
14. Facilitates/participates in performance improvement activities.
15. Provides for age specific need of the population served according to department standards, as evidenced by observation, documentation and peer feedback.
 - () Newborn - Birth to discharge from BRMC
 - (x) Infant - Any child up to one year
 - (x) Pediatric - One year and older
 - (x) Adolescence - 13-17 years
 - (x) Adult - 18-64 years
 - (x) Geriatric - 65 years and older
16. Performs other related duties as required and directed.

JOB RELATED FACTORS:

1. Personal contact with patients, their families and representatives, the public, regulatory and other agency personnel, physicians and various Medical Center staff.
2. Must be physically capable of performing Job Responsibilities with or without accommodation.

APPROVALS:

Director: _____

Vice President-Human Resources: _____

Vice President-Patient Care Services: _____

Date: _____