



Job Code: 6761

Grade: 24

HCWR: N

Job Title

Director of Ambulatory Procedure Units

Department

Ambulatory Administration

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Director of Ambulatory Procedure Units is responsible for the strategic direction, leadership, operational planning, supervision of all the nursing services provided for patients receiving specialty and procedural clinic services at John H. Stroger, Jr. Hospital. The Director of Ambulatory Procedures Unit will seek innovative approaches to develop goals and plans for the department in relation to system-wide vision and goals and does so in partnership with the medical and operational leads for each service or clinic. The Director of Ambulatory Procedures Unit is responsible for ensuring the highest standards of integrated, quality clinical care and maintaining institutional policies and procedure, including continuous quality improvement, quality outcomes, and proactive financial management for the department. Ensures the divisional nursing care delivery system operates according to established Cook County Health & Hospitals System (CCHHS) values: integrity of care, efficiency, safety, and quality standards. Functions in a leadership capacity providing clinical direction to the Nursing Coordinators (clinical supervisors) and clinical staff within the division of ambulatory specialty clinics and procedure care units while collaborating with the medical leadership of the units and clinics.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Establishes performance goals and objectives for the nursing division in accordance with Department of Nursing and Ambulatory policies, practices, and objectives
- Monitors and evaluates the overall nursing care delivery system within the ambulatory nursing division to ensure integrity of patient care within established efficiency, safety, and quality standards.
- Makes rounds to assess and evaluate patient care needs and to ensure care delivered meets Standards of Care and Practice criteria for the designated specialty as required by state, federal or professional organization's guidelines.
- Responsible for ensuring that nursing personnel provide optimal customer service and an exceptional patient experience.
- Collects, reviews and analyzes patient acuity and staffing data to determine staffing patterns and project staffing needs, to ensure adequate staffing within each clinic or department of the ambulatory nursing division.
- Works with Nursing and Quality department to develop division specific quality and safety initiatives. Participates in development, implementation and evaluation of the ambulatory and specialty clinic division's Performance Improvement Program.
- Works with clinic managers, on duty administrators and other supervisory staff to ensure the integration of performance improvement activities into daily practice.
- Establishes and reviews individual performance goals for clinic managers. Ensures they are educated and informed of all policies, procedures, performance improvement, and quality initiatives.
- Provides direction to clinic managers in the recruitment and training of qualified clinical staff.
- Provides guidelines to managers and works closely with professional development staff to ensure continuous education and current, updated certification and licensure of clinical staff.
- Participates in fiscal planning for the division. Reviews expenditures and budget to ensure labor costs and expenses are within established annual guidelines.
- Demonstrate and promotes an awareness of patient rights; provides training to staff to ensure their knowledge and awareness of patient rights; functions as a patient advocate.
- Prepares and submits divisional performance reports on a monthly, quarterly and annual basis.
- Participates in nursing committees, medical and ancillary committees to ensure nursing division is actively linked to and in collaboration with all patient care systems.



Typical Duties

- Performs other related duties as required.

Minimum Qualifications

- Licensed as a Professional Registered Nurse in the State of Illinois
- Master's degree in Nursing, Business Administration, Healthcare Administration or a related field from an accredited college or university
- Seven (7) years of professional nursing experience with at least (2) years of experience in nursing in a hospital environment within a clinical specialty area of nursing
- Five (5) years of nursing management experience with a large scope of responsibility and supervision of a large number of staff.

Preferred Qualifications

- Prior experience with ambulatory documentation

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of Medical -Surgical Nursing principles, practices and procedures
- Thorough knowledge and understanding of the Health Insurance Portability and Accountability Act (HIPAA) to ensure the protection of the confidentiality and security of healthcare information for all patients
- Diverse knowledge and skill of treatment systems and clinical practices, including but not limited to:
- Management of patients with Peripherally inserted central catheter (PICC) line insertion and maintenance
- Management of patients receiving chemotherapy, hemodialysis and peritoneal dialysis
- Management of patient-controlled analgesia (PCA) pump and other pain management interventions
- Management of patients with cardiac catheterization and other electro-physiological interventions
- Management of patients receiving diagnostic and interventional radiological
- procedures
- Stroke care management
- Management of patient with Radioactive Isotope (Radioactive Isolation Patient)
- Wound Vacuum Assisted Closure (V.A.C.) management
- Demonstrated leadership skills in a fast paced environment within established time constraints and complex situations
- Demonstrated skills in the following applications of the elements of management:
 - Planning
 - Organizing
 - Staffing
 - Delegating
 - Coordinating
 - Budgeting



Knowledge, Skills, Abilities and Other Characteristics

- Evaluating
- Director I Supervisor
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent interpersonal and patient relation skills
- Good personal computer skills
- Ability to function as a role model for clinical excellence
- Ability to supervise, direct, and review activities of nursing personnel
- Ability to create and maintain complete and accurate records and reports
- 24/7 oversight responsibility required

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.