



Job Code: 8170
Grade: 24
HCWR: N

Job Title

Executive Director of Surgical and Procedural Services

Department

Nursing Administration

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

Job Summary

The Executive Director of Surgical and Procedural Services is responsible for the administration of surgical and procedural services across Cook County Health (CCH). Directly accountable for the collaborative development and implementation of the operating plans for surgical services across the health system. Key accountabilities are achievement of excellent clinical quality and patient safety outcomes, patient experience, employee experience and financial/revenue cycle targets. This position will be responsible for the execution of strategic objectives, goals, and managing all clinical and operational activities for the assigned areas including establishing metrics, developing evidence-based standards, implementing quality improvement plans to ensure safe quality patient care. Collaborates with multi-disciplinary teams to drive outcomes and will be accountable for departmental strategic and growth plans. The Executive Director of Surgical and Procedural Services will oversee Cook County Health (CCH) Operating Rooms (OR), Post-Anesthesia Care Unit (PACU), Same Day Surgery, Pre-Procedural Testing, Sterile Processing, and Ambulatory Procedure Units (Endoscopy, Radiology, IV Chemotherapy, Pain Management and Dialysis).

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

- Anticipates the future, examines the competitive environment, formulates strategic plans, and articulates the short and long-term vision for Surgical Services. Ensures and develops a plan to ensure a robust surgical footprint across the various geographies, as appropriate. Develops supporting business plans and related capital and operational budgets.
- Plans, promotes, and conducts quality monitoring and enhancement activities; actively involved in advancing clinical outcomes and quality improvements and collaboratively creates effective and ongoing programs to monitor, evaluate, and improve the quality of care and services
- Advocates for staff in the assigned areas regarding the allocation of resources including FTE, systems, equipment and support. Provides for the development and management of operating and capital budgets for assigned areas. Responsible for overall performance according
- Utilizes the Lean Management principles to develop creative strategies to reduce waste, lower costs while maintaining or enhancing quality.
- Scans the competitive environment, leading business planning process and providing strategies to drive an effective perioperative and procedural services while reducing costs per case.
- Collaborates with physicians to develop and foster positive working relationships.
- Drive process improvement within the assigned areas to increase employee engagement and physicians satisfaction.
- Establishes measurable performance goals and objectives for areas of accountability including OR utilization and turnaround times
- Responsible for the development and implementation of programs, projects, and strategic plans
- Seeks growth opportunities and manages the areas marketing and outreach strategies in partnership with the Communication and Marketing department
- Prepares and submits reports on a monthly, quarterly, and annual basis to review departmental goals and outcomes
- Leads, monitors and accountable for compliance with various regulatory agencies
- Represents areas on various internal and external committees
- Promotes fiscal operations by implementing an effective budgeting and monitoring process



Typical Duties

in alignment with goals

- Ensures equipment and supplies are being used efficiently and anticipates new needs including capital in preparation for budgets
- Ensures effective recruitment, supervision, development, and retention of all employees within the area
- Engages staff in decision-making and problem-solving processes and ensures evidence-based practices are leveraged to ultimately provide safe cost-effective quality patient care
- Seeks corrective solutions for any issues within the areas and develop action plans in partnership with appropriate stakeholders
- Participates in quality assessment and improvement activities to enhance patient care
- Recommends, develops, and implements policies and procedures ensuring multidisciplinary involvement throughout the process
- Performs other related duties and participates in special projects as assigned

Reporting Relationship

Reports to the Chief Nursing Executive

Minimum Qualifications

- Licensed as a Registered Professional Nurse in the State of Illinois no later than two (2) weeks prior to starting employment
- Master's Degree in Nursing, Public Health, Health Administration, or Business Administration
- Seven (7) years of administrative and/or management experience in Perioperative Services
- Five (5) years Director/Executive level experience
- Prior experience with process improvement and cost management

Preferred Qualifications

- Previous experience in a public or government hospital setting
- Advanced Certification in Nursing Administration

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Perioperative Services and Ambulatory Procedures
- Knowledge of Association of periOperative Registered Nurses (AORN) standards
- Knowledge of nursing practice standards, state law, regulatory and accrediting organization standards
- 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
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to train by presenting concepts and demonstrating tasks
- Ability to perform accurate and reliable mathematical calculations
- Ability to prioritize, plan and organize projects and tasks
- Ability to multi-task and meet deadlines in a stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Ability to adhere to department policies and standards utilizing best practices incorporating



Knowledge, Skills, Abilities and Other Characteristics

the use of electronic health record (EHR)

- Ability to meet appropriate confidentiality standards for protected health information (PHI)
- Demonstrates and promotes our mission, values, and service excellence behaviors.

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.