**Position:** Director of Surgical Services  
**Salary Range:** D.O.E.

Kern Medical strives to recruit the highest quality candidates, resulting in a high performance workforce that consistently delivers quality patient care.

Career Opportunities within Kern Medical for qualifying positions include many benefits such as:
- **New Hire Bonus:** For select positions.
- **New Hire Premium:** +6% of base rate of pay matched up to 6% if contributed to Deferred Compensation Plan.
- **Shift Differentials:** varies per classification.
- **A Comprehensive Benefits Package:** includes Holidays, Vacation, Medical, Dental, Vision and Life Insurance.

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**Job Description**

Under general direction of Kern Medical’s Chief Nursing Officer, the director is responsible for planning, organizing and directing of the operations and staff (clinical and non-clinical) of the Surgical Services Department (Inpatient Operating Room, Outpatient Surgical Services, Anesthesia, Pre and Post-Anesthesia Care Unit, Central Sterile and Diagnostic Treatment Center).

**DISTINGUISHING CHARACTERISTICS:**

This single position classification is distinguished from other nursing classes in its requirement to participate in business development activities, while providing overall direction and management, regulatory compliance, operational planning, administrative coordination and implementation of programs and activities related to perioperative services.

**Essential Functions:**

- Develops and sustains an environment in the patient care units that support excellence and innovation in clinical nursing practice and patient care through assessing, planning, implementing and evaluating programs and standards that support positive patient care outcomes
- Performs a variety of staff management functions including interviewing, hiring, evaluating, counseling and terminating of assigned management and support staff
- Facilitates, reviews, and approves the budget for Kern Medical’s Perioperative Services, including estimates of future personnel and equipment needs; ensures that hospital resources are optimally utilized through participating in strategic planning and financial budgeting processes, and development of practices that achieve specific objectives and resolution of unfavorable
Director of Surgical Services

Performance variances; provides leadership and implements strategies to provide cost effective quality care

- Provides coaching, mentoring, support and consultation to managers, colleagues, and staff; serves as a role model in professional behavior and leadership skills, problem-solving ability and interpersonal skills
- Delegates authority and accountability to nursing staff for clinical nursing practice and patient care decisions that are consistent with professional standards, regulatory agencies and organizational policies and procedures
- Identifies patient and family needs of the populations served; recommends and/or develops new programs and services to meet those needs; assures that age specific equipment, supplies and educational resources are available for assigned units/services
- Collaborates with Kern Medical Administration and physicians to identify future opportunities, and define the direction of Kern Medical’s Perioperative Services; develops and implements plans to achieve identified goals, including OR efficiency, productivity and patient through targets across Perioperative continuum
- Maintains an ongoing departmental Quality Improvement Plan and process consistent with the Organizational Quality Management Plan; develops and implements unit specific standards, policies and procedures that guide and support the provision of care and services; continuously assesses and improves assigned departments’ performance while enhancing services
- Reviews appropriate financial reports and makes appropriate modifications in Kern Medical’s Perioperative Services to reduce costs associated with supplies, staffing, service agreements and/or identifies sound alternatives for purchasing equipment and supplies
- Participates in and/or chairs committees, work groups, and meetings as appropriate
- Assures interdisciplinary performance improvement programs are active, maintained and ongoing. Follows up to ensure that complaints have been satisfactorily handled. Collaborates to maintain a focus on providing excellent clinical services
- Participates in strategic planning as it relates to patient care and implements strategies in order to be consistent and compliant with the strategic plan and goals of the organization.
- Maintains professional growth and development through seminars, workshops, in-services, current literature and professional affiliations to keep abreast of latest trends in fields of expertise; supports and promotes education and research
- Performs other related duties as assigned.

Employment Standards:

- Graduate from an accredited school of nursing
- Current registered nurse licensure in the State of California
- Basic Life Support (BLS) certification
- Advanced Cardiac Life Support (ACLS) certification
- Pediatric Advanced Life Support (PALS) certification
- Five (5) years supervisory experience, including three (3) years supervising and two (2) years managing a clinical unit.
- Bachelor’s or Master’s Degree in Nursing or Business Management preferred
- Certified Nurse, Operating Room (CNOR) certification preferred

**Employees must maintain all health requirements designated by Kern Medical.**

**Knowledge of:** Strong organizational and interpersonal skills; principles of administration and personnel management; modern principles, methods and practices of surgical and related services; principles and techniques of effective supervision and staff utilization; development, application and uses of records, reports and statistics; principles of in-service training for professional and allied personnel; modern hospital organization, practice, supplies and equipment; medical terminology.

**Ability to:** determine appropriate course of action in more complex situations; work independently, exercise creativity, be attentive to detail, and maintain a positive attitude; manage multiple and simultaneous responsibilities and to prioritize scheduling of work; to maintain confidentiality of all medical, financial, and legal information; complete work assignments accurately and in a timely manner; communicate effectively, both orally and in writing; handle difficult situations involving patients, physicians, or other in a professional manner; prepare clear, concise and comprehensive written reports; communicate effectively both orally and in writing.

A background check will be conducted for this classification.