



JOB DESCRIPTION

Job Title: Senior Director Clinical Operations Job Code: _____ FLSA: Exempt

Department:	
Effective Date: 6-24-16	Revised:
Approving Signatures	
Director	
Administrative V.P.	
V. P. Human Resources	

JOB SUMMARY: Provides Administrative direction and overall supervision for the following departments: Cardio-pulmonary, Imaging, Lab, Rehabilitation Services, Cardiac Rehabilitation, and the Wound Care Center. Management of department operations with responsibility for developing short and long term goals, human resource utilization, and compliance with current standards of practice and accrediting organizations. Maintains and provides all essential records, reports, budgeting, payroll, performance improvement, scheduling, inventory, safety, and interdisciplinary team involvement.

EDUCATION, CREDENTIALS AND TRAINING REQUIRED: Bachelors Degree in clinical field, Masters Degree in Business Administration, Healthcare Administration or related field.

EXPERIENCE REQUIRED: Four years clinical experience and at least eight years in a leadership role in a hospital setting in one or more of the assigned clinical areas. Must have excellent verbal and written communication skills, organizational skills, problem-solving and critical thinking skills.

REPORTING RELATIONSHIPS: Supervises: Department directors and managers
Reports To: Vice President Patient Services & Chief Nursing Officer

WORKING ENVIRONMENT:

WORK AIDS: This list is not all-inclusive.

Essential Functions

Marginal Functions

Protected Health Information

Will limit access to protected health information (PHI) to the information reasonably necessary to do the job. Will share information only on a need to know basis for work purposes. Access to verbal, written and electronic PHI for this job has been determined based on the job level and job responsibility within the organization. Computerized access to PHI for this job has been determined as described above and is controlled via user ID and password.

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