Title: Assistant Director, Clinical Operations

Pay Scale Group: 18
FLSA: Exempt

Essential Function
Under general supervision from a designated administrator, provide clinical practice leadership for the operation of specified patient services departments within University Health Services. Assist in directing clinical practice, coach and develop staff, manage patient flow and work environment. Serve as a resource for assigned department.

Characteristic Duties
- Assist in the operational and administrative activities for specified patient services departments within University Health Services.
- Monitor and assure the compliance accrediting and regulatory agencies.
- Develop and implement goals, standards, policies, education programs, procedures and practices of clinical care.
- Ensure compliance with County regulations. Ensure state and federal regulations are maintained. Keep informed of CDC recommendations.
- Implement and assist with budget development.
- Serve on medical, clinical and UC committees as designated.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Unusual Working Conditions
- N/A

Minimum Qualifications
- Current/valid RN license to practice in the state of Ohio. Bachelor’s degree in Nursing in the area of clinical specialization. Three (3) years nursing experience. Three (3) years clinical operational and supervisory experience may be required. Some positions may require Occupational Health Nurse certification.

Last updated: January 2010