Magnolia Regional Health Center is a 200-bed acute care community hospital that is

jointly owned by the City of Corinth and Alcorn County, Mississippi that is fully

accredited by The Joint Commission.  MRHC has been in existence since 1965 and has

grown into the largest employer in Alcorn County. At Magnolia Regional Health Center,

our focus and top priority is providing the community with the highest quality care

and patient experience.  Our team of medical professionals and staff members are

dedicated to the patient, and we strive daily to reach excellence in the care we provide.

**Director, Surgical Services**

* Responsible for the delivery of patient care that promotes safety and well-being of all patients in the Perioperative setting (Same Day Care, Surgical Suites, Endoscopy, Post Anesthesia Care Unit, Sterile Processing) on a twenty –four hour basis. Plans, directs, coordinates and intradepartmental administrative activities including fiscal, material and human resource management. Responsible for the development of intradepartmental policies and procedures as well as collaborating with other areas in the development of policies and procedures. Maintains appropriate standards of practice and standards of care throughout the perioperative setting based on AORN or AAMI guidelines. Coaches and mentors staff to ensure professional development. Responsible for maintaining performance improvement initiatives within the department and the hospital.

**Principal Responsibilities:**

The **Director, Surgical Services**  must maintain patient and employee confidentiality, communicate MRHC's mission, vision, values and represent the organization in a positive and professional manner utilizing the Magnolia Promise.

* The Director must adhere to the Values, Promise Statement and the Organizational Policies and Procedures of MRHC.
* This Director must adhere to the Corporate Compliance program, including the duty to comply with applicable laws and regulations, and report to a designated manager (or employee hotline) any suspected unethical, fraudulent, or unlawful acts or practices.
* The Director must attend all mandatory staff meetings and leadership meetings.
* Manages contract for provision of anesthesia care of patients
* Monitors staffing based on case load and adjusts as needed
* Prepares documents necessary for requesting, hiring, or any payroll changes for staff within all areas of responsibility.
* Ensures staff and contract staff have maintained licensure and learning requirements.

**Core Competencies:**

The **Director** must be able to locate on-line manuals, MRHC Policies and Procedures, Emergency Operations Plan, Infection Control Manual and MRHC Safety Manuals.

* Locate on-line resources as applicable to job duties.
* Access the MagNet: People Page,Laborworkx, Staffing and Scheduling, Time and Attendance and Employee Portal, in the current HRIS; Microsoft Office Suite and organizations learning management system and performance evaluation system.
* Identify unit-based orientation plan and timing of evaluations and review his/her job description for the position and must be able to identify performance improvement indicators.

**Department Specific Competencies:**

* **Interpersonal and communication skills**
  + Works at maintaining a good rapport and a cooperative working relationship with physicians, departments, and staff.
  + Represents the organization in a positive and professional manner.
  + Attends committee and management meetings. Assists the Chief of Surgery in developing an agenda and assist in leading OR Committee meetings
  + Resolves personnel concerns at the departmental level, utilizing policies, Promise Statement, and Values
  + Ensures compliance with policies and procedures regarding department operations, fire, safety and infection control.
  + Effectively and consistently communicates administrative directive to personnel and leads interactive departmental meetings and discussions.
  + Complies with all organizational policies regarding ethical business practices.
  + Communicates and measures departmental and organization goals
  + Establishes working relationship with physicians and staff based upon trust and honesty.

* **Customer Service**
  + Treats patients and their families with respect and dignity.
  + Assist managers in identifying and addressing psychosocial needs of the patients and family
  + Assists managers in developing teaching plans based upon identified learning needs and evaluates effectiveness of learning ensuring family is included in teaching as appropriate.
  + Assists in resolving customer concerns and complaints
  + Monitors department patient satisfaction scores, communicates to staff and develops strategies to maintain upper quartile performance in all areas.
  + Remember that staff and physicians are customers of the Director.
* **Clinical Skills**
  + Demonstrates unit specific competencies.
  + Maintains employee confidentiality at all times.
  + Completes staff performance evaluations timely.
  + Performs unit specific competencies and skills checks on staff.
  + Completes staffing schedule to adequately provide patient care coverage 24/7. In conjunction with nurse recruiter, interviews, hires, and recruits nursing and ancillary nursing staff to unit.
  + Sets up orientation and preceptors for new employees.
  + Releases employees to function independently per job description.
  + Delegates duties/activities to meet the goals of the unit.
  + Provides care/performs duties as needed to meet age-specific needs of patients.
  + Maintain clinical competency within the unit to work along with staff as needed
* **Coordinates and conducts monthly staff meetings; plans financial requirements for the department; and day to day requirements of the director role**
  + Oversees payroll of personnel on assigned unit.
  + Develops a capital and operational budget annually.
  + Maintains staff productivity variance of <3% unless otherwise justified.
* **Staff Education**
  + Arranges schedule for staff to attend mandatory or as needed educational offerings.
  + Viewed as the expert in the perioperative area.

**JOB SPECIFICATIONS:**

**Experience:**

* 5 years of experience in Healthcare/Medical - Surgical Services Required
* Minimum of 5 years OR experience with at least 3 of those years in management role.
* Experience with modified block scheduling is preferred.
* BSN required, MSN a plus.

**Education:**

* Bachelors’ Degree preferably in Nursing or business management is required
* Graduate of an accredited School of Nursing,

**Licensure:**

* Registered Nurse in Mississippi or Compact State Licensure as a Registered Nurse is required.
* CNOR certification required within the first year of acceptance of position.