



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

August 25, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

DEPARTMENT OF HEALTH SERVICES REQUEST TO APPOINT LINDA KIM-FUNG, TO THE POSITION OF CLINICAL NURSING DIRECTOR II, ADMINISTRATION

Consistent with County Policy on management appointments, the Department of Health Services (DHS) requests authorization to appoint Linda Kim-Fung, to the position of Clinical Nursing Director II, Administration, at an annual salary of \$152,061 (\$12,671/month); placing her onto Management Appraisal and Performance Plan (MAPP) Tier II Salary Range S15. We have reviewed the request and concur with the attached DHS request to appoint Ms. Kim-Fung.

As Clinical Nursing Director II, Ms. Kim-Fung will report to Carla Nino, Assistant Hospital Administrator for the Mid Valley Comprehensive Health Center. Ms. Kim-Fung will be responsible for Personal Health Services which contributes to the maintenance and improvement of the health of the population in the San Fernando Valley by professionally managing the Nursing Department.

Ms. Kim-Fung has 25 years of experience in the health care arena, 23 of which are with the County of Los Angeles. In her current position as Assistant Nursing Director for LAC DHS Ambulatory Care Centers, her responsibility is to maintain an efficient and integrated health care system by developing programs, schedules, policies, and procedures based on organizational strategic goals and objectives; coordinate the activities of the nursing services with other health care delivery systems within the community; and assist in the implementation, formulation, evaluation, and development of the overall medical program and services. A copy of her resume and additional information from DHS is attached.

"To Enrich Lives Through Effective And Caring Service"

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Accordingly, the salary placement for Ms. Kim-Fung onto MAPP Tier II Salary Range S15, Step 8, which represents a 9.8 percent increase over her current base salary of \$11,540 per month/\$138,488 per year. This salary will compensate Ms. Kim-Fung at a rate commensurate with the level of duties and responsibilities required for the Clinical Nursing Director II position.

In accordance with the policy on managerial appointments, unless otherwise instructed by your Board by September 8, 2011, we will advise DHS that authorization has been granted to proceed with Ms. Kim-Fung's appointment to Clinical Nursing Director II at an annual salary of \$152,061.

If you have any questions, please contact me, or your staff may contact Sheila Shima, Deputy Chief Executive Officer, at (213) 974-1160.

WTF:SAS
MLM:TL:gl

Attachments

c: Executive Office, Board of Supervisors
Health Services
Human Resources

082511_HMHS_MBS_KIM-FUNG

NON-PHYSICIAN MANAGEMENT APPOINTMENT REQUEST

Candidate Name: Linda Kim-Fung

Employee No.: _____

(Check one) NEW HIRE: _____ PROMOTION:

I. FACILITY/PROGRAM

A. Provide organization chart & highlight the position – Attach electronic copy of organization chart

SEE ATTACHMENT

B. Describe where the position fits into the management organizational structure:

The ValleyCare Comprehensive Health Center's Clinical Nursing Director reports to the Administrator, Comprehensive Ambulatory Health Care Center.

C. Describe the duties and responsibilities which reflect the scope and complexity of the position:

See Attachment

D. Indicate the candidate's unique qualifications, special skills or abilities, work background or experience, etc.:

The position requires an appropriately trained and experienced manager to direct/oversee these critical administrative and clinical functions. The candidate has 23 years' experience in the health care arena managing culturally diverse patient populations, providing customer-driven, patient-centered, and community-focused healthcare services, and directing the operations of various departments/divisions including hospital-based and community-based ambulatory care and primary care clinics. The candidate has expertise directing the operations and clinical nursing functions of the managed care and freestanding ambulatory care programs for 13 years, including analyzing and making recommendations for the solution of problems, developing organizational efficiencies, directing programs and personnel activities, and preparing nursing fiscal year budgets. The candidate has in depth knowledge of The Joint Commission standards (Laboratory, Ambulatory, and Hospital) and experience in coordinating and managing on-site surveys for TJC, LA Care and statewide Managed Care Audits, and State specific program audits such as CHDP/Family Planning/Immunization, etc.

The candidate has been functioning as the Interim Nursing Director effective April 1, 2009. This appointment will ensure appropriate compensation, allocation and placement within the approved organizational structure. The candidate has an excellent understanding of the ValleyCare mission and strategic priorities. She demonstrates outstanding leadership skills and ability to anticipate future needs. She has built long-term relationships with internal facility partners, in addition to colleagues at other DHS facilities. The candidate has 18 years' experience collaborating and developing strong relationships with ValleyCare, DHS, and community partners. Please note the candidate currently has a subordinate staff member who is compensated at a significantly salary higher than the candidate's base rate of pay. We are therefore requesting a salary increase that will permanently alleviate this issue.

E. Provide the candidate's résumé or curriculum vitae – Attach electronic copy

SEE ATTACHMENT

F. Identify highest paid subordinate reporting to this position

Name: Veronica Edillo

Employee #:

Title: Nurse Manager

Base Monthly Salary: \$ 12,370.76

Base Annual Salary: \$ 148,449.12

Salary Range/Quartile: N16, Step 20

G. Identify management position above the position requested

Name: Carla Nino

Employee #:

Title: Asst. Hospital Administrator IV

Base Monthly Salary: \$ 8,539.55

Base Annual Salary: \$ 102,474.60

Salary Range/Quartile: 101C, Step 5

Calc. Monthly Salary: \$ 9015.91

Calc. Annual Salary: \$108190.92

II. HUMAN RESOURCES

Certify that the position is vacant and budgeted – *Attach Item Control*

YES NO

Verify current salary of the individual for whom the request is being submitted.

CURRENT BASE SALARY: Month: \$ 11,540.72 Annual: \$ 138,488.64 Range, Quartile: N17, Step 15

NEW HIRE OR PROMOTION: Designate amount of proposed monthly salary based on standard 5.5 increases and/or verify that requested salary is consistent with other managers in the department.

PERCENTAGE INCREASE OVER CURRENT SALARY: 9.8 %

PROPOSED SALARY: Monthly: \$ 12,671.72 Annually: \$ 152,060.64 Range, Quartile: S15, Step 8

Provide listing of all internal equivalent positions within facility/program – *Attach electronic copy*

SEE ATTACHMENT

Verify that candidate is listed on the appropriate Certification List and is reachable – *Attach electronic copy*

YES NO

Linda M. Kim-Fung, RN, MSN/ED. PHN, CPHQ

OBJECTIVE: Nursing Educational Instructor Appointment (College or University)
Regulatory Standards Surveyor

EDUCATION: University of Phoenix, Pasadena Campus, Pasadena, California
Degree: MSN/Education – GPA: 4.0 - November 2010

Mount Saint Mary's College, West Los Angeles, California
Degree: Bachelor's of Science – May 1988
Major: Nursing

EXPERIENCE:

4/1/2009 – Present

Los Angeles County Department of Health Services (LAC DHS)
Valley Care Mid-Valley Comprehensive Health Center and Health
Centers, Van Nuys, CA

Title and Area of Responsibility:

Assistant Nursing Director, Administration and functioning as the
Nursing Director for LAC DHS Ambulatory Care Centers

Duties:

- Maintained efficient and integrated health care system by developing programs, schedules, policies, and procedures based on organizational strategic goals and objectives.
- Coordinated the activities of the nursing services with other health care delivery systems within the community.
- Assisted in the formulation, development, implementation, and evaluation of the overall medical program and services.
- Participated and ensured all regulatory compliance, including The Joint Commission CAMLAB, CAMH, Managed Care, and LAC DHS ValleyCare Health Centers Performance Improvement activities.
- Directed the provision of in-service training for staff development.
- Directed the activities and evaluates the performance of subordinate Nurse Managers and Supervisors.
- Prepared and justified budget needs for Nursing services, including personnel operations and equipment requirements.

Linda Kim-Fung, RN, MSN/ED, PHN, CPHQ
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10/1/2005 – 3/31/2009

Los Angeles County Department of Health Services
ValleyCare Olive View/UCLA Medical Center, Sylmar, CA

Title and Area of Responsibility:
Assistant Nursing Director of Administration/Joint Commission
Coordinator/Compliance

Duties:

- Reviewed, updated, and complied with all regulatory agencies requirements for licenser and credentialing of all ValleyCare facilities (five facilities).
- Conducted meetings and oversaw Accreditation Committees
- Coordinated and trained ValleyCare staff on TJC standers
- Coordinated and submitted Periodic Performance Review (PPR) to TJC
- Developed and distributed Accreditation Newsletter to ValleyCare employees
- Participated and guided Accreditation Team Committee Meetings
- Provided resources and guided ValleyCare employees on the TJC, CMS, and State standards interpretation
- Participated in the Health Care Quality Board and Patient Safety
- Participated and led any site visit by the regulatory agencies

(September 2006 – October 2006: Worked for State Department of Public Health)

3/1/2001 – 9/30/1005

Los Angeles County Department of Health Service
ValleyCare Mid-Valley Comprehensive Health Center, Van Nuys, CA

Title and Area of Responsibility:
Nurse Manager: Nursing Department and Allied Health Services

Duties:

- Monitored all operational and patient care issues related to patient rights, assessment of patients, care of patients, education of patients, and continuum of care.

- Assessed, planed, implemented, and evaluated facility operational and clinical issues related to infection control, patient safety, and risk management, environment of care, staff development, and clinic expansions.
- Collected and analyzed data necessary to improve patient flow, patient satisfaction, staff satisfaction and staff productivity.
- Developed and implemented strategies for improve the areas of need.
- Participated in the development of standardized patient care manuals and policies for Nursing and Allied Health Services.
- Coordinated staff competency and educational trainings (Immunization Program, Tuberculosis Standards/PPD, Specialty Services, Peds/PM160 and PM161, Walk-In Services, etc).
- Evaluated and resolved day-to-day patient flow and clinical support issues
- Managed and evaluated quality of patient care to ensure compliance with The Joint Commission and other regulatory requirements.
- Participated in the organizational committees (JC Team II – Provision of Care, Treatment and Services, POCT Committee, Medical Records Committee, etc.).
- Primary backup for Clinical Nursing Director during her absence

9/16/1998 – 2/28/2001

Los Angeles County Department of Health Services
ValleyCare San Fernando Health Center, Van Nuys, CA

Title and Area of Responsibility:

Nurse Manager: Nursing Department, Allied Health Services, Disease Case Management and Manage Care Case Management

Duties:

- Monitored all operational and patient care issues
- Assessed, planed, implemented and evaluated facility and program operational issues
- Evaluated and took appropriate actions to resolve staffing imbalance and budge expense issues
- Oversaw and evaluated quality of patient care to ensure compliance with TJC, Managed Care. and other regulatory requirements
- Participated in the development of Standardized Patient Care Manuals and policies for Nursing and Allied Health Services

5/1/1996 – 9/15/1998

Los Angeles County Department of Health Services
ValleyCare Mid-Valley Comprehensive Health Center, Van Nuys, CA

Title and Area of Responsibility:
Supervising Clinic Nurse I: Quality of Care Coordinator, Mobile
Clinic, and Disease Case Management

Duties:

- Coordinated and implemented Mobile Clinic service/program at ValleyCare Mid-Valley Comprehensive Health Center
- Ensured compliance and obtained State Licensure for Mobile Clinic
- Coordinated with local schools and provided pediatric episodic and immunization services
- Monitored all operational and patient care issues
- Assessed, planned, implemented and evaluated operational and clinical issues related to infection control, patient safety, and risk management.

3/1/1995 -4/30/1996

Los Angeles County Department of Health Services
ValleyCare Mid-Valley Comprehensive Health Center, Van Nuys, CA

Title and Area of Responsibility:
Public Health Nurse: Quality of Care Coordinator

Duties:

- Oversaw and evaluated quality of patient care to ensure compliance with all regulatory agencies
- Prepared and participated in all required surveys and activities necessary to ensure accreditation and licensure of all ValleyCare Health Center facilities.
- Collaborated with medical, nursing, and ancillary staff to carry out Performance Improvement activities
- Prepared and maintained Performance Improvement records
- Acted as a consultant/resource person on the Performance Improvement related subjects to the Nurse Managers, Clinical Nursing Director and other medical staff

3/1/1993-2/28/1995

Los Angeles County Department of Health Services
ValleyCare Mid-Valley Comprehensive Health Center, Van Nuys, CA

Title and Area of Responsibility:
Public Health Nurse: Van Nuys and Pacoima District Public Health
Nurse

Duties:

- Made community/home visits to educate and prevent the spread of communicable diseases
- Case managed prenatal, pediatric, and tuberculosis patients
- Filed child, domestic, and elderly abuse/neglect reports
- Conducted investigation/case follow-up of communicable diseases
- Participated in case presentation
- Coordinated and completed any outbreaks
- Coordinated and provided vaccinations to students and elderly

8/1/1990 – 2/28/1993

Los Angeles County Department of Health Services
ValleyCare Olive View/UCLA Medical Center, Sylmar, CA

Title and Area of Responsibility:
Clinic Nurse II: Antepartum and Genetic Testing Unit

Duties:

- Performed Non-Stress Testing, Contraction Stimulation Testing, Amniotic Fluid Check, and Biophysical Profile
- Assisted physicians with amino, PUBS, genetics, AFP, and ultrasound measurements
- Performance Improvement representative for Antepartum Testing Unit
- Coordinated staff monthly schedule
- Assisted in the development of operational and patient care policies.

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9/1/1989 – 7/31/1990

Los Angeles County Department of Health Services
ValleyCare Olive View/UCLA Medical Center, Sylmar, CA

Title and Area of Responsibility:

Supervising Staff Nurse I: Resource person for Maternal Child Health Services

Duties:

- Resource person for all maternal child health employees (Pediatric, PICU, NICU, OB-ICU, GYN/Med, L&D, Postpartum, Nursery, and Antepartum Testing Unit)
- Evaluated and resolved day-to-day patient flow, staffing, and unit service issues
- Conducted physical rounds and performed direct patient care as needed

6/22/1988 – 8/30/1989

Los Angeles County Department of Health Services
ValleyCare Olive View/UCLA Medical Center, Sylmar, CA

Title and Area of Responsibility

Staff Nurse: Direct patient care giver for Postpartum and Newborn Nursery

Duties:

- Taught and cared for postpartum and newborn patients
- Assumed Charge Nurse duties as requested
- Performance Improvement Representative for Postpartum and Newborn Nursery Unit

9/1/1987 - 4/30/1988

Mount Saint Mary's College, Los Angeles, CA
Title and Responsibility: Tutor for Nursing Students

Duties:

- Taught sophomore to senior level nursing students in the area of Roy Adaptation to Leadership and Management.

9/1/1986 – 4/30/1987

Mount Saint Mary's College, Los Angeles, CA

Title and Responsibility: Skills Laboratory Assistant for nursing students

Duties:

- Taught and checked technical nursing skills to sophomore nursing students

**PUBLICATION/
PRESENTATION:**

Published, developed and educated Valley Care Staff on following educational materials:

- Flu Vaccine Administration Practicum Development (2009): Conducted evidence-based practice literature search related to standardized procedures, literature search on the seasonal flu vaccine, policy and document from development and approval, and developed and conducted competency based training program.
- The Joint Commission Accreditation Scoring and Periodic Performance Review (2009)
- Environmental Compliance (2009)
- The Joint Commission Provision of Care (2009)
- Patient Safety (2009)
- The Joint Commission National Patient Safety (2009)
- Medication Administration and Safety (2009 & 2008)
- Infection Control and Hand Hygiene (2008)
- Code of Conduct (2008)
- Suicide Risk Assessment Practicum Development (2008): Conducted evidence-based practice literature search related to standardized procedures, literature search on the seasonal flu vaccine, policy and document form development and approval, and developed and conducted competency based training program.
- Emergency Management (2008 & 2007)

**LICENSURE/
CERTIFICATION:**

California RN License (Since 1987)
California Public Health Nurse (Since 1987)
Obstetric Ultrasound Certificate, LAC/USC (Since 1991)
Certified Professional in Healthcare Quality (Since 2008)

AWARDS/HONORS:

Patient Safety Management Level Award for LA County DHS (2010)
Obtained TJC Accreditation Status (2008 & 2005)
Employee of the Month (2005)
The Joint Commission Shining Star (2002 & 2005)
Public Health Nurse of the Year for Los Angeles County (1995)

**LANGUAGE
SPOKEN:**

English
Korean

REFERENCE:

Laura Adlersberg, Business Office Manger, ValleyCare

Joe Keys, Assistant Hospital Administrator, Valley Care

Carla Nino, Administrator, Valley Care

**ADDITIONAL
INFORMATION:**

Additional reference and educational credit available upon request

ValleyCare Health Centers Operations

