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MARTIN LUTHER KING, JR.
SERVICE AMBULATORY CARE CENTER

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Department

Nursing

Position Title

Nurse Manager

Requirements

This position is open to All County of Los Angeles employees who currently hold the payroll title of Nurse Manager. Only candidates who currently hold the payroll title of Nurse Manager will be considered for this transfer opportunity.

Position Summary

Seeking qualified Nurse Manager for MLK MACC Ambulatory Surgery Center (ASC) and Central Sterile Department. This manager will serve as the administrative and clinical leader in the ASC. Provide coordination between management and patient care activities that are consistent with the Ambulatory Care Network (ACN) objectives for achieving high standards of patient care, as well as other ACN goals and objectives. Provide essential coordination between patient care surgical clinics within the organizational structure of Nursing Services. Provide coordination between operating rooms/procedural units, PACU, Anesthesia, central sterile and outpatient clinics for efficient throughput that is consistent with ACN goals and objectives.

Essential Job Functions

- Interprets and directs the implementation of nursing philosophy and objective, departmental policies and procedures, and applying recognized standards of nursing care and practice.
- Plans, selects and devises nursing operations, work methods, procedures, work flow and standards for quality and quantity of work, including staffing standards
- Assigns, directs and reviews the work of subordinate supervisors and /or other nursing personnel.
- Prepares formal answers to, and recommends the adjustment of, grievances and disciplinary matters.
- Determines personnel, material, equipment, and facilities needed to accomplish program goals.
- Prepares budget for assigned area or program and is responsible for adherence to approved budget.
- Coordinates nursing activities with those of other services or disciplines and participate in the interdisciplinary team process for patient care.
- Monitors and evaluates operations for compliance with licensure, accreditation and regulatory standards.
- Establishes, implements, and evaluates quality of care for assigned area
- Assess, plans, directs, and evaluates educational and clinical professional development programs for assigned area.
- Demonstrates clinical nursing competency
- Communicates collaboratively with patients, families, staff and ancillary departments
- Plans, assigns and supervises central service workers engaged in packaging, sterilizing, ordering, receiving and distributing medical and patient care equipment and supplies.

Desirable Qualifications

- Experience in a multi-specialty operating room department
- supervisory or management experience within an operating room department
- Knowledge and experience in operational and capital equipment expense management
- Excellent communication, team building, and problem solving skills. Ability to work with multiple disciplines. Excellent customer service skills.
- Prior experience with Central Sterile department

Interested candidates should submit a resume, last two performance evaluations and attendance record for the past two years.

Martin Luther King Jr. Multi Service Ambulatory Care Clinic
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Documents from interested candidates will be accepted until the needs of the service have been met