



Excellence in Patient Care

Dedicated to Healing and Excellence

The Doctors Clinic is seeking a **PACU Supervisor** for our Ambulatory Surgery Center (ASC) in Silverdale, WA. They will be the supervising leader and facilitator of day to day operations of the outpatient recovery and preop areas and staff. Supervisory experience is required, and outpatient experience is preferred.

The Doctors Clinic is a thriving and dynamic organization dedicated to providing superior medical and surgical care. With locations throughout the Kitsap Peninsula and Bainbridge Island, our integrated medical facilities include primary, specialty and ancillary care. Our more than 80 physicians and healthcare professionals, and more than 400 staff members are truly committed to meeting the needs of our patients. As a leader in healthcare quality, The Doctors Clinic is looking for exceptional individuals who will share in our mission of *Excellence in Patient Care*.

The ASC is an accredited day surgery center located inside the Salmon Medical Center in Silverdale, WA. Our goal is to make everyone's stay in the ASC as comfortable and convenient as possible. We have an extensive range of surgical expertise at The Doctors Clinic:

- Ear, Nose and Throat
- Facial Plastic Surgery
- Gastroenterology
- General Surgery
- Gynecology
- Ophthalmology
- Orthopedics
- Podiatry
- Urology
- Vascular Surgery

For more information please visit our website at www.thedoctorsclinic.com.

To Apply:

Email: hr@thedoctorsclinic.com

Fax: 360-782-3689

Mail: The Doctors Clinic/HR

2512 Wheaton Way

Bremerton, WA 98310

The Doctors Clinic is an Equal Opportunity Employer



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JOB TITLE: Charge Nurse / PACU Supervisor
REPORTS TO: Manager / Ambulatory Surgery Center
FLSA STATUS: Exempt
JOB OVERVIEW: Supervising leader and facilitator of day to day operations of the outpatient recovery and preop areas and staff.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Manages day to day operations in assigned area.
2. Facilitates efficient operations by providing direction, guidance and counseling to staff. Solicits input from physicians and staff.
3. Responsible for assuring customer/patient service needs are met. Monitors patient service feedback and works with physicians and Manager/Director in the resolution of complaints and service issues.
4. Provides contact and follow-up with the staff and physicians (when applicable).
5. Coordinates tasks and assists in the creation of business plan for assigned area in cooperation with Manager, physicians (if applicable) and/or Director.
6. Works with Manager/Director, HR, and physicians (when applicable) on hiring and coaching, development, discipline and firing (when necessary) of staff according to established guidelines.
7. Maintains highest level of confidentiality in regards to internal proprietary information and patient information.
8. Develops strong inter-department teamwork and empowerment to meet the needs of the patients and physicians.
9. Works with Manager / Director to manage appropriate staffing ratios and overtime.
10. Supports and promotes a positive role model and image with vendors, patients, staff, managers and physicians.
11. Follows all required regulatory and legal compliance related to confidentiality, safety, (HIPAA, OSHA, etc)
12. May be responsible for other tasks in assigned area, such as materials coordination, staff training, staffing.

ADDITIONAL RESPONSIBILITIES:

1. Document work processes as required.
2. Acts as liaison for the assigned area or department.
3. Perform other duties as assigned.

QUALIFICATIONS:

Education:

1. High school diploma or equivalent.
2. RN or LPN Degree required.

Experience:

1. Previous experience in assigned area preferred.
2. Leadership experience required.

Skills:

1. Demonstrated supervisory skills, i.e., ability to provide team leadership, to role model professional, customer service behavior, and to build effective work teams required.
2. Effective facilitator.
3. Initiative oriented.
4. Effective listener and communicator. Interfaces well with staff.
5. Ability to problem solve and resolve situations effectively. Both proactive and reactive dependent on the need.
6. Ability to maintain confidentiality of sensitive information.
7. Excellent interpersonal skills including the ability to professionally manage interactions with difficult people and/or difficult situations.
8. Excellent organizational and interpersonal communication skills.
9. Demonstrated ability to manage multiple priorities.
10. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone.

Speaking: Must be able to communicate clearly to patients in person and over the telephone.

Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.

Other: Requires frequent lifting and carrying items weighing up to 40 pounds unassisted, including assisting patients when required. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases and/or bodily fluids

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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