



WEST KAUI MEDICAL CENTER – MAHELONA MEDICAL CENTER
KAUI VETERANS MEMORIAL HOSPITAL SAMUEL MAHELONA MEMORIAL HOSPITAL
HUMAN RESOURCES KAUI REGION P. O. BOX 337 WAIMEA, HI 96796

03/23/09

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 03/23/09
JOB TITLE: REGIONAL DIRECTOR OF UTILIZATION MANAGEMENT & INFECTION CONTROL (RPN VI)
RECRUITMENT NO.: KAUI 007-090 (Permanent, Full Time)
JOB LOCATION: SAMUEL MAHELONA MEMORIAL HOSPITAL, Kapaa, Kauai, Hawaii
SALARY RANGE: \$6,831 per month (SR24, BU09)

Job Duties: Is responsible for the overall Utilization Management, Infection Control and Employee Health Programs of the Kauai region, which includes Medical Staff, Nursing and Ancillary Departments. The director plays a vital role in the appropriate utilization of facility resources and in maintaining the highest level of infection control and prevention. Serves as an advisor to the Regional Chief Executive Officer, the Senior Management Team, the Clinic Administrator and the Medical Staff on utilization, infection management and employee health matters and related activities. Position requires travel, on a regular basis, to and from different facilities within the region as assigned and directed.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from an accredited school of nursing.

EXPERIENCE: Applicant must have two (2) years of professional nursing experience.

Supervisory Experience required. One-half (1/2) year of professional nursing experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing employees.

Substitutions Allowed: Possession of a master's degree from an accredited college or university school of nursing may be substituted for one year of the required experience.

License Requirement: License to practice as a professional nurse in the State of Hawaii.

Desired Skills: Five years of specialized experience in any one or any combination of the following: Utilization Review Coordination, Infection Control Surveillance, professional nursing work experience of which one year must have been comparable to a Registered Nurse IV as a supervisor of nurses responsible for all patient care. Two years of hospital experience in which administrative, supervisory, teaching and nursing ability has been demonstrated is highly desirable.

A comprehensive knowledge of the operations, policies, legal requirements, and techniques of the Utilization Management and Infection Control Programs of the Kauai region of the Hawaii Health Systems Corporation.

Ability to apply sound administrative principals and techniques; analyze, evaluate, and draw sound conclusions from available data; present facts clearly, both orally and in writing; exercise judgment, tact and discretion in analyzing and explaining policies and procedures; establish and maintain effective working relationships with facility officials, employees and the general public.

Able to obtain eligibility to be certified as a Professional in Utilization Review and/or an Infection Control Practitioner.

Demonstrated computer literacy; experience in any of the related software programs such as MIDAS or InterQual is desirable.

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

KVMH • P. O. Box 337. • WAIMEA, HAWAII 96796 • PHONE: (808) 338-9431 • FAX: (808) 338-9420

MAHELONA • 4800 KAWAIHAU RD. • KAPAA, HAWAII 96746 • PHONE: (808) 822-4961 • FAX: (808) 822-5781

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment will be required to become a Hawaii resident within a reasonable time from hire.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Kauai Veterans Memorial Hospital;** Human Resources Office, 4643 Waimea Canyon Dr.; Waimea, HI 96796 and at Samuel Mahelona Memorial Hospital, Human Resources Office, 4800 Kawaihau Rd, Kapaa, HI 96746. You can call (808) 338-9426, e-mail: kauaijobs@hhsc.org or visit our website at www.kvmh.hhsc.org. Application hours are: M-F 7:30 a.m. to 4:00 p.m., excluding holidays, at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted. Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.