

Class Specifications
for theDIRECTOR OF CARDIOVASCULAR SERVICES
EM-05; BU:35Duties Summary:

Directs, manages, supervises, and organizes the cardiovascular operation services in a hospital or surgical services center and develops the program to meet the needs of the organization and the community; formulates and implements policies and procedures; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for directing and managing modalities specializing in treatment/procedures for the heart, brain, and disorders of the blood vessels throughout the human body

Positions in this class receive general direction from the Regional Chief Executive Officer or designee. Supervision is nominal and administrative in nature.

Examples of Duties:

Plans, organizes, and directs Cardiovascular Services; formulates department goals, objectives and policies and procedures; ensure adequate staffing levels and develops orientation and performance evaluation programs; recommends and implements changes in Cardiovascular Services administrative policies; administers and directs management improvement programs, plans for future development of new service lines; responsible for compliance with all policies, procedures, regulations, and standards for the department; reviews section budgets, prepares operating budget for the department and directs the proper allocation of funds; collaborates with physicians and top level management in the development and execution of strategic plans, provides quality care, and manages cost-effective services; oversees the Quality Improvement Program for the department and directs changes in operating procedures as necessary; recommends improvements of the physical structure and equipment in the department; and oversees the department's safety program; plans for future development of new service lines; interprets department policies, objectives and operational procedures for the Cardiovascular staff; resolves problems within Cardiovascular Services relating to programs, personnel, staffing, customer service, and utilization of facilities, equipment and supplies; and provides orientation to supervisors; maintains key relationships with

clinical and administrative personnel .

Knowledge of: Principles and practices of administration/supervision, organization and management functions; procedures and practices of Cardiovascular Services; business practices as it affects hospital departments; hospital and cardiovascular operations and functions that include both inpatient and outpatient services; cardiovascular services regulations and standards; quality improvement processes, data collection and statistical analysis; good customer service principles; and report writing.

Ability to: Administer, direct, and coordinate the cardiovascular program; plan, implement, and evaluate operations and activities; interpret laws, rules, regulations and policies; make sound administrative recommendations and decisions; resolve personnel and program problems; develop new policies and procedures; analyze and prepare reports and budgets; maintain cooperative working relationships; meet and deal tactfully and effectively with physicians, patients, visitors, employees, and others.

This is the first class specifications for the class, DIRECTOR OF CARDIOVASCULAR SERVICES.

DATE APPROVED: April 23, 2007

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