

## QUALIFICATIONS:

- Baccalaureate degree in nursing, business and/or healthcare administration required.
- Minimum 3-5 years previous ASC management experience required.
- Possesses exceptional communication skills and situational awareness.
- Possesses strong aptitude for working compatibly with physicians and staff.
- Possesses ability to prioritize incoming information and adjust to changing conditions.
- Possesses ability to conduct research, analyze data and exhibit confidence in decisions made.
- Understands the importance of ASC efficiency, cost effectiveness and profitability.
- Possesses ability to manage more than one facility.
- Is willing to travel as necessary.
- Registered Nurse holding active licensure in state of residence preferred.

## ESSENTIAL RESPONSIBILITIES:

- Keeps business associates, physicians and Center leadership apprised of intentions, progress and expected completion of assignments.
- Assists Center's leadership team with achievement of identified business goals.
- Supports Center's success via recruitment and selection of competent staff.
- Prepares staffing plan and monitors productivity. Supports Center's leadership team in proper allocation of personnel adhering to human resources budget.
- Manages fiscal responsibility by monitoring key indicators.
- Demonstrates ability to make decisions based on patient safety, occupational safety and business security. Recognizes decisions are not always motivated by financial reward.
- Is familiar with managed care contracts, expected reimbursements and billing and collection practices.
- Supports business office team in establishing scheduling practices which maximize OR access, compress case management and improve efficiencies.
- Prepares annual budget for approval by the Governing Board.
- Plans, prepares agendas and schedules meetings for Governing Board & Annual Shareholders Meetings.
- Shares essential business operations reports with members of Governing Board and competently addresses questions/concerns related to same.
- Maintains legal business documents.
- Provides direction based on knowledge about and familiarity with Operating Agreement, Medical Staff Bylaws, Medical Staff Rules and Regulations, and Employee Handbook.
- Verifies life safety & security of building premises and general environment of care to ensure the occupational health and safety of personnel and members of the medical staff.
- Is a sitting participant at staff meetings, QAPI Committee, MAC Committee, Governing Board, etc.
- Monitors medical staff credentialing and peer review.
- Prepares applications for state health authorities, accreditation, CMS, general and professional liability Insurance, property insurance, workers' compensation, directors & officers insurance, etc.
- Monitors compliance activities.
- Promotes Center for same store growth and expansion of services.
- Communicates regularly with members of medical staff including level of satisfaction with personnel performance, services and existing equipment/instruments; patient care clinical outcomes, adverse or sentinel events, grievances and quality assurance; additional equipment, instruments or supplies needed for new services/procedures; block schedule or other OR access concerns; etc.
- Evaluates Quality Outcomes Monitoring; identifies trending and opportunities for improvement.
- Administers risk management program, evaluating risk and liability exposure.
- Negotiates with industry partners for goods and services working within established formularies and budgets.
- Promptly intervenes when conduct which undermines the culture of safety is identified.
- Manages grievances (patient, surgeon, and staff) as appropriate for the condition, attaining an acceptable resolution or forwarding to higher authority as necessary.
- Performs all other duties assigned by Governing Board and PINNACLE III executive team members.