

Manager Cardiac Cath Lab and Interventional Radiology

Fulltime – 40 hrs/wk

Salaried

Location: 5900 Byron Center Avenue SW

Wyoming, MI 49519

General Summary:

An exempt position responsible for managing the daily operations of the Cardiovascular lab area to include the pre/post care area.

Requirements:

- Current RN License in State of Michigan, BSN preferred.
- Minimum five years of professional nursing experience including two years supervisory-level experience, preferably in invasive cardiology and ACLS certified.
- Knowledge of nursing proactive principles and techniques, occupational health and safety hazards and standards, and health care laws and regulations.
- Knowledge of budgetary, supervisory, human resources and quality-improvement principles and techniques.
- Knowledge of principles of employee development to ensure appropriate training and mentoring of staff.
- Skill in identifying problems, researching and recommending solutions.
- Skill in developing and maintaining a high level of quality care/quality assurance.
- Skill in exercising high degree of initiative, judgment, discretion and decision making.
- Ability to manage the overall provision of nursing services and build consensus among staff.
- Ability to work effectively with diverse individuals at all levels of the medical practice.
- Ability to demonstrate full range of motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination.

Essential Functions and Responsibilities:

1. Plans, implements, and manages clinic activities to ensure operational effectiveness and efficiency.
2. Analyzes data on patient outcomes, budget/goal achievement, and performance/productivity and prepares reports for administration.
3. Oversee daily operations and delegate authority to appropriate staff.
4. Oversee clinical care, ensuring compliance with established regulations and standards including quality assurance, confidentiality, and medical record documentation.
5. Serves as key problem-solving resource for staff on patient and physician issues. Studies patient needs/trends and suggests solutions to ongoing patient care problems.
6. Collaborates with director on development and implementation of clinical department's mission, goals, policies, procedures, budget, quality assurance plan, and work standards.
7. Complies/analyzes data on patient outcomes, quality assurance results, budget/goal achievement, and performance/productivity and prepares reports for administration.

8. Analyzes staffing patterns. Collaborates with human resources department on recruiting, selecting, orienting/training, and evaluating staff.
9. Purchasing and inventory control and over-site including invoice resolution and approval.
10. Performs other duties as assigned with regular and predictable attendance.