San Joaquin General Hospital
Is Recruiting For
Nursing Department Manager
Perioperative Services

THE POSITION

The Nursing Department Manager is a middle management position and a key member of San Joaquin General's management team. Ideal candidates will demonstrate extensive nursing experience in a perioperative acute care environment, an ability to supervise staff, experience in policy and program development, demonstrate an ability to lead and educate nursing staff, and establish and maintain working relationships with outside agencies and nursing administration.

THE NURSING DEPARTMENT

The Mission of the Division of Nursing is to provide compassionate care to the culturally diverse residents of San Joaquin County. We are responsive to the changing needs of health care in a cost-effective, creative, and innovative manner. This is achieved through providing an environment in which excellence in nursing practice can occur, nurtured by the education of staff, patients, and family.

The Perioperative Services Department Includes:

♦ Operating Room
♦ Outpatient OR
♦ Recovery (PACU)

THE AGENCY

San Joaquin General is a community hospital with 1500 employees who are dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality of life, family interaction, and respect for both clients and employees.

In addition to providing direct medical services, the hospital is active in providing education for health professionals through post-graduate residency programs in General Surgery, Internal Medicine and Family Practice and has trained over 3,000 physicians since the residency programs were established in 1932.

The agency is committed to the delivery of community orientated, culturally sensitive, and affordable health care throughout San Joaquin County.

Please visit the agency website at:
www.sjgeneralhospital.com/

COMPENSATION & BENEFITS

Annual Base Salary: $86,382-$105,012
(Approx Monthly Salary: $7,198-$8,751)

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits offered by the County include:

♦ 1937 Retirement Act plan with reciprocity with CALPERS.
♦ 125 Flex Spending Benefits Plan.
♦ 12 days sick leave annually with unlimited accumulation.
♦ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years).
♦ 10 days administrative leave per year.

www.sjgov.org/hr/Programs/Benefits
Nursing Department Manager Perioperative Services
Recruitment Announcement 1011-RH1300-AC

TYPICAL DUTIES

♦ Plans, organizes, and manages the Perioperative Department (Operating Room, Outpatient OR, and Recovery) at San Joaquin General Hospital.
♦ Sets unit philosophy and develops new plans and programs which are congruent with the mission and objectives of the Department of Health Care Services; participates in formulating, interpreting, implementing, and evaluating policies’ procedures, and standards of nursing care.
♦ Coordinates the services of the nursing unit(s) with other departments and divisions through committees and staff meetings.
♦ Prepares, presents and controls the department budget; prepares special reports and correspondence; controls the use and requisitioning of supplies for the unit; prepares and maintains records and/or statistical data.
♦ Plans, implements, and monitors staffing schedules in order to assure optimal patient care. Interviews and selects applicants for employment; assures appropriate orientation, teaching, supervision and evaluation of personnel on the unit; initiates and follows through with appropriate disciplinary measures when warranted.
♦ Supervises the planning and implementation of nursing assignments to effectively utilize skills of professional and para-professional personnel and to maintain high quality patient care.
♦ Supervises, coordinates, and evaluates the preparation and implementation of nursing care plans; participates in patient education and rehabilitation.
♦ Provides a unit environment conducive to well-being of patients and personnel. Incorporates professional safety standards and guidelines into clinical practices; creates a culture of patient safety in the perioperative areas; ensures that a safe environment is provided for patients, visitors, and employees.
♦ May perform therapeutic measures prescribed by medical authority within the limits of the Nurse Practice Act and department policy.
♦ Participates on committees as assigned; may represent the hospital to outside agencies.
♦ Keeps current with trends in nursing and perioperative services; maintains and updates knowledge and skills by reading literature, attending workshops, lectures, conferences, and classes as may be required by the Administration or the Department of Health Care Services.

MINIMUM QUALIFICATIONS

This recruitment has special selection provisions approved by the San Joaquin County Civil Service Commission on February 10, 2010.

Please Note: Supplemental application must be submitted with regular employment application.

Experience: Four years of progressively responsible experience as a registered nurse in an acute care facility including one full-time year of supervisory or management experience in a perioperative setting equivalent to a Staff Nurse V-ADM in San Joaquin County.

Substitution: Possession of a Bachelor’s Degree in Nursing, Health Science, Business Administration or other closely related field or possession of a current certificate issued by the Association of Operating Room Nurses (AORN) may be substituted for one year of the required non-supervisory experience.

License: Current license as a registered nurse in the State of California.

Special Requirements: Possession of a Advanced Cardiac Life Support (ACLS) certificate.

APPLICATION SUBMITTAL AND SELECTION PROCEDURES

This recruitment is being conducted to fill one Nursing Department Manager vacancy. To apply, a completed application and supplemental questionnaire must be postmarked or received online. This recruitment will remain open until filled. Resumes will not be accepted in lieu of an application. Application materials may be obtained from and submitted to:

San Joaquin County Human Resources
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Apply Online Today At: www.sjgov.org/hr

Qualified applicants may be invited to attend an oral board examination. Successful candidates will be ranked and placed on an eligible list for further hiring consideration.

San Joaquin County is an Equal Opportunity Employer
SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Nursing Department Manager. Use additional sheets if necessary.

Name: ____________________________________________

1. Do you possess a minimum of four years responsible experience as a registered nurse in an acute care facility? ____Yes  ____No

If yes, please provide a detailed description of the advanced acute care nursing duties you performed. Include all relevant experience in acute care only. (Be sure to identify: Name of Facility, Position Title, and Dates of Employment).

2. This position requires that you possess a minimum of one year full-time paid experience as a nursing supervisor or nursing manager in a perioperative setting equivalent to Staff Nurse V - Assistant Department Manager in San Joaquin County. Please describe your advanced nursing duties in a perioperative setting. Be sure to also include in your answer: The number of staff you have supervised and/or educated in this area, and what role you played in assisting your agency with meeting patient care standards in a perioperative setting.

3. Do you possess a Bachelor's Degree in Nursing, Health Science, Business Administration or other closely related field? (If yes, please be sure to clearly identify that information on your employment application and/or resume). ____Yes  ____No

4. Do you possess a current certificate issued by the Association of Operating Room Nurses (AORN)? ____Yes  ____No

If yes, please provide the certification number and expiration date: ____________________________

5. Are you currently a licensed Registered Nurse in the State of California? ____Yes  ____No

If yes, please identify the license number and expiration date: ____________________________

6. Do you possess an Advanced Cardiac Life Support certificate? ____Yes  ____No

If yes, please identify the certificate number and issue date: ____________________________