

If interested, please email [ryim@fsaemail.com](mailto:ryim@fsaemail.com) & [pyip@fsaemail.com](mailto:pyip@fsaemail.com)

---

## Job Description

### Title: Director of Nursing - Ambulatory Surgical Center (ASC)

#### Job Overview:

Director of Nursing's key mandate (DoN) is to effectively implement the mission, policies, and procedures of the ASC. DoN is responsible for the clinical and administrative management including planning, organizing, and directing the operation. This position will establish policies, procedures and departmental objectives. Reporting directly to this position are: Registered Nurses, Surgical Technicians, Medical Assistants, SPD, and non-clinical staff, i.e. housekeeping, front desk.

#### Key Responsibilities:

- Develops, implements, and maintains an operating plan for nursing care that supports the goals and objectives of the Surgery Center.
- Use sound management principles to organize, plan, coordinate and control the flow of patients, activities/services, personnel, and utilization of resources.
- Develops, monitors, and communicates staffing schedules, and makes daily adjustments as necessary.
- Responsible for preparation and oversight of the clinical staffing operating budget.
- Provides adequate levels of staff to ensure safe and effective nursing care.
- Resolves conflicts, mediates, and ensures compliance with policies by employees and physicians.
- Ensures that all physician orders are carried out appropriately and timely; works collaboratively with ancillary staff.
- Maintain standard operating policies and procedures manual.
- Keep written job descriptions for all personnel up to date.
- Establish and follow clinical practice guidelines based on best practices and evidence-based practices.
- Monitor education development and required competencies for the department clinical staff.
- Coordinate, implement and maintain quality assurance programs.
- Ensure compliance with federal and state accreditation guidelines.
- Promptly and accurately reports all significant events to the Compliance Officer.
- Manages infection control program, helps establish, interpret, and implement standards of asepsis and infection control and monitors practice of all personnel concerned.
- Administers orientation training and development of all clinical staff to ensure that staff is competent to perform job duties and responsibilities.
- Ensures the availability of support services, supplies and equipment to facilitate patient care.
- Holds employees accountable for assigned responsibilities and individual goals and performance expectations through annual performance evaluations and timely documentation of performance.
- Works through HR to conduct interviews, recommend for hire, implement a progressive disciplinary process, and recommend terminations as needed.
- Meets/communicates regularly with upper management to review and /or revise established goals and objectives.
- Assembles subject matter experts into teams to develop and update supply and equipment standards.

- Conducts monthly staff meetings and maintains minutes of proceedings.
- Performs additional functions and duties as assigned.

**Essential Qualifications:**

- Meticulous attention to detail.
- Excellent interpersonal, verbal and written communication skills.
- Self-motivated and proactive; a strong team player who thinks critically in a fast-paced environment.
- Active NY license as Registered Nurse.
- Masters/ Bachelor's Degree in Nursing (MSN/BSN)
- At least 2 years nursing supervisory experience in ASC and PACU.
- At least 5 years critical care /surgery nursing experience.
- Bilingual in English and Chinese preferred

Job Type: Full-time

Pay: \$120,000 to \$150,000 per year