GI Associates
ASC Nurse Manager

Job Description

Title: ASC Nurse Manager
Reports to: Clinical Director

Job summary
The ASC Nurse Manager is responsible for the direct supervision of the ASC Staff, and for planning, organizing, and directing the operation of the established policies, procedures, standards and departmental objectives. Works collaboratively with the Director Clinical Services, Executive Director and Human Resources. Provides support to staff, patients, physicians and outside customers analyzes and evaluates services to improve quality of care while enhancing a teamwork approach to active problem solving. All other duties not heretofore mentioned that fall under the reasonable expectations of an ASC Manager:

Summary of essential job functions
- Develop and maintain goals and objectives, standards of practice, policy and procedure manual and written job descriptions for all personnel within the confines of the ASC.
- Coordinate all services of laundry, ambulance, hospital transport/admit, Oxygen delivery system, vacuum pump, pressure tank, hot water supply, medical supplies, biomed services, and all other services utilized through the system.
- Supervise nursing and ancillary staff, work directly as staff in patient care if sick calls, incidence, or needs arise.
- Provide for staff development and in service education.
- Ensures the development and delivery of nursing education to staff.
- Development of an evaluation tool to review performance.
- Conduct performance appraisals, giving input regarding merit increases.
- Develop, revise and implement endoscopy policies and procedures.
- Coordinate orientation schedules for new staff.
- Assume responsibility and initiative for problem solving and decision-making with staff and appropriate others.
- Scheduling daily staffing, vacations, and sick leave.
- Interpret job descriptions and clarify staff responsibility.
- Manage infection prevention program.
- Manage fire/safety program.
- Ensure Credentialing for ASC physicians and staff is complete, accurate, and time sensitive.
- Manage CMS/AAAHC Survey requirements on an on-going basis and revise departmental policies as needed to maintain state/agency requirements
- Delegate authority as appropriate to qualified staff members.
- Interview, hire, discipline and terminate employees.
- Maintain records, reports and logs to meet accrediting requirements.
- Ensure compliance with federal and state guidelines.
- Assist with planning, implementing and maintaining the quality assurance program.
- Develops and oversees logs used to evaluate equipment usage.
• Develops and maintains quality assurance through quarterly reporting for adverse outcomes and time studies.
• Provide direction, coordination and evaluation of patient care.
• Deliver direct nursing care to patients utilizing the nursing process.
• Assist with endoscopy.
• Involved with the purchase and maintenance of Endoscopy equipment and supplies.
• Ongoing evaluation of staff.
• Maintain safe environment for patients.
• Provide patient education
• Daily evaluation of staff documentation.
• Administer medications as directed by the physician under the guidelines of the State Board of Nursing.
• Ongoing evaluation of patient level of skilled care under the parameters of state guidelines.
• Ongoing evaluation of efficiency in healthcare delivery system.
• Purchase and logging of the following medications: narcotics, non-narcotic, and emergency medications.
• Coordinating BLS/ACLS classes and monitoring updates.
• Review Code 4 procedure in ASC.
• Maintain open and positive communication with nursing personnel and other health professionals.
• Communicate with patients, families/significant others.
• Maintains professionalism with established relationships.
• Maintain confidentiality of patient and personnel information.
• Participate in continuing education.
• Participate on committees.

Minimum requirements
• RN License
• Current Board of Nursing Wisconsin State license.
• BLS
• ACLS
• Five (5) years previous GI experience
• Two (2) years previous managerial experience
• Ability to communicate effectively with patient, family member, physicians, coworkers and outside customers

Desired Qualifications
• BSN from accredited school of nursing
• Knowledge of management and organizational theory to supervise the operation
  of the department including principles of employee development to train, delegate and mentor staff.
• Knowledge of medical safety practices and requirement to evaluate existing standards and implement new procedures.
• Knowledge of current nursing practices and clinical standards.
• Skill in applying and modifying the principles, methods and techniques of Professional nursing.
• Skill in identifying problems, researching and recommending solutions.
• Skill in developing and maintaining department quality assurance.
• Skill in exercising high degree of initiative, judgment, discretion and decision-making.
• Ability to plan, or organize, prioritize and direct the work of others.
• Ability to communicate clearly.
• Ability to work with all departments and personnel levels.
### Additional information

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**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.