

## **Assistant Clinical Director (False Creek/Burnaby, BC)**

The Assistant Clinical Director will be responsible for the overall leadership, management, and administration of specific surgical centres across a defined geographical area. The role will provide leadership to the facility Managers, OR Nurse Managers, and Clinical Leads of each respective facility to ensure a high quality of service, operational excellence between the multi-disciplinary departments and exceptional care and results for our company's clients. The Assistant Clinical Director is a key pillar of the company's team, and critical to the success of their business.

**Reporting Relationship:** Regional Director of Operations

### **Essential Duties and Responsibilities:**

- Maintains compliance with all company policies and procedures and with the mission and vision
- Lead a dynamic multidisciplinary team environment, which promotes and encourages participation by all Team Members, at all levels in the planning, organization and delivery of programs and services
- Ensures the appropriate evaluation and monitoring of the environment and equipment for safety, and appropriate maintenance
- Safeguards confidentiality of records, files, and information in compliance with privacy legislation for the province(s)
- With the facility Managers and Clinical Nurse Managers organize and promote perioperative and perianesthesia educational development of team members at all levels
- Assists in the development of new programs and services with the Regional Director of Operations
- Participates in the development and monitoring of annual and special operating budgets
- Responsible for monthly and annual reporting
- Contributes to the preparation of monthly reports for Corporate and Board reporting purposes
- Reviews Clinical Equipment Evaluation & Existing Clinical Equipment Inventory, Maintenance & Replacement Schedule
- Develops and submits Capital Expenditure (CAPEX) requests
- Oversees the medical and office supply ordering, inventory controls
- Responsible for the accuracy of all revenue billings
- Monitors monthly PNL reports
- Maintains current knowledge of changes or updates in technology and techniques
- Maintains Infection Control Program and Quality Reporting
- Oversees the review and revision of the Policies and Procedures of the Facility
- Directs the hiring, selection, performance reviews and training of clinical personnel
- Other duties as assigned

### **Education Requirements/ Experience:**

- Bachelor's degree with a preference in Nursing, Sciences, or related fields
- A minimum of 5 years working in a perioperative clinical setting, with a demonstrated history of increasing responsibilities and complexity of the role
- A minimum 5 years of formal leadership experience with a demonstrated ability to lead high-performing multidisciplinary teams in a clinical setting



**Knowledge, Skills, Abilities:**

- Excellent communication skills
- Ability to travel throughout British Columbia
- Demonstrated critical thinking abilities
- Must be driven, organized and detail-oriented
- Adept at facilitating actions and resolving conflicts
- Manages relationships, influences and displays grace under fire
- Excellent organizational and senior-level leadership skills
- Outstanding communication and interpersonal skills communicates with ease at all levels
- Knowledge of the medical industry's legal rules, legislation and guidelines
- In-depth knowledge of diverse business functions and principles
- Robust negotiating skills
- Strong coaching and mentoring skills
- Knowledge of applicable legislation, current nursing and healthcare practices; demonstrates concern and interest in providing quality care and service
- Current knowledge of clinical issues for surgical patients, infection control, principles of adult education and quality improvement
- General computer proficiency, including the use of Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.)

**Physical Requirements:**

- The work environment is very physically demanding and may require different levels of physical exertion, such as lifting and transferring patients
- Must be able to lift/push/pull more than 25 pounds
- Manual dexterity

**Job Behavior:** Conducts self in accordance with the company mission, vision and values.

For more information, please contact Catherine at [catherine@catherinebrownlee.com](mailto:catherine@catherinebrownlee.com).

