

Hutchinson Clinic
 Structured Compensation - Job Description
Dialysis Unit Manager

Prepared on: 12/6/2007

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Department: Nursing Department	Grade: 14
Reports To: Clinic administration	Classification: Exempt
Supervises: Direct: 6 Indirect: 0	
Approved By: Compensation Committee	Effective Date: 12/16/2005
	Revised Date: 1/16/2007

Role:

Plans, organizes and directs all aspects of nursing services in the clinic--both internal and external.

Major Duties and Responsibilities:

(E) Essential or
(N) Nonessential

- | | | |
|-----|---|---|
| 20% | Develops, maintains and enforces all policies and procedurs for the Acute Dialysis Unit and ensures that thse meet the standards of accreditation. | E |
| 20% | Directs and participates in the scheduling , assessment and planning, implementation and evaluation of patient care in concert with Medical Director. | E |
| 15% | Responsible for organizing, directing, training and staffing the Acute Dialysis Unit to assure efficient operation of the scope of services. | E |
| 15% | Responsible for providing leadership for staffing the Acute Dialysis Unit to assure accountability for services offered. | E |
| 15% | Directs, participates and anticipates in budget responsiblity for equipment/supplies and coordinates data to support needs. | E |
| 10% | Accountable for safe and accurate administration of nursing therapy imitated by the staffing the Acute Dialysis Unit. | E |
| 5% | Demonstrates and utilizes knowledge of Standards of Practice and Standards of Care. | E |

Expectations:

1. Be accountable for developing, maintaining and reviewing licensing of the Acute Dialysis Unit.
2. Manage and ensure quality of daily patient scheduling and patient care for the department.
3. Observe and enforce clinic guidelines and policies.
4. Maintain a channel of communication between medical staff , facilitators, administration, and staff in the Acute Dialysis Unit.

Knowledge and Skills:

- Experience: Two years to five years of similar or related experience.
- Education: Equivalent to a college degree.
- Interpersonal Skills: A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or is usually of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.
- Other Skills: Requires full range of body motion including handling and lifting patients, manual and finger

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dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 lbs. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working irregular hours. Requires some exposure to communicable diseases or bodily fluids.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

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