



## **POSITION DESCRIPTION**

### **Clinical Operations and Logistics Director (RN)**

Reports to: CNO

Position Status: Exempt

Primary Location: Burien

Effective Date: 11/22/23

Scheduled Weekly Hours: 40 /Fulltime

Shift: Day

Workdays: Mon – Fri

### **GENERAL SUMMARY**

The Clinical Operations and Logistics Director (CO&L Director) is responsible to the Chief Nursing Officer (CNO) for the administrative functions of NKC operations logistics duties. The CO&L Director plans, organizes, directs, evaluates, and coordinates administrative nursing services for NKC not limited to patient care staffing and systems, bed control, transport, admissions and oversees facility capacity and efficiency initiatives. The CO&L Director collaborates with NKC leadership teams in the development and execution of strategic plans, providing quality care, and managing cost-effective services which are aligned with federal, state, and local regulations. Accountable for the following areas: Bed Control/Admissions, Organizational chair utilization and efficiencies, Staffing evaluations (FTE and Traveler need assessments), Transportation services, Interpreter Services and other clinical and operation needs as assigned by CNO.

### **DUTIES AND RESPONSIBILITIES**

The CO&L Director collaborates with CNO to identify and implement innovative models and best practices with an emphasis on quality care, service improvements and cost reduction and efficiencies. This position has the authority, responsibility, and accountability to carry out the following:

1. In collaboration with CNO, CMO, Physician and Clinical Directors and managers, directs development and implementation of quality and utilization standards across the continuum of care to ensure coordinated plans of treatment, patient focused delivery of services and cost-effective utilization of necessary services. Builds trust with the nursing and medical leadership teams through partnership and visibility.
2. Coordinates with NKC facilities to provide seamless transition of patient placement across the continuum of care. Establishes partnerships with facility leadership.
3. Leads Admission sub-committee and reports to the Operations, Quality and Safety Committee quarterly.

4. Ensures policies, practices, and procedures comply with administrative, legal, and regulatory requirements.
5. Maintains and updates administrative policies and procedures related to admissions, transportation, interpreter services, and relative policies as assigned. Oversees the development of department standards as identified by regulatory agencies including policies and procedures.
6. Provides clinical and professional oversight for the areas of accountability. Ensures successful implementation of organizational strategies: NKC efficiency, patient safety, cost initiatives and patient satisfaction.
7. In partnership with Clinical Directors, mentors facility managers in the development of essential leadership skills, fiscally accountable staffing practices, and chair efficiency practices.
8. Utilizes research to implement system-wide changes to improve efficiencies in operations.
9. Develops services that achieve a high level of customer satisfaction with emphasis on highest standards of quality and innovation.
10. Directs the budget and resource allocations for designated departments. Manages financial performance and identifies and implements strategies to reduce costs and improve quality of services.

### **EDUCATION AND EXPERIENCE**

- Minimum seven (7) years of nursing experience. Preferred Dialysis experience.
- Minimum five (5) years of management experience required.
- BSN required.
- Registered Nurse License (Washington) required at hire.

### **ADDITIONAL REQUIREMENTS**

- Demonstrated strong interpersonal communication skills.
- Demonstrated ability to lead and manage through influence and change.
- Proven ability to deliver results for meeting organizational objectives.
- MSN or DNP in Nursing preferred.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

### **REVIEW AND APPROVAL**

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VP of Clinical Services/CNO

12/18/2023 | 6:14 PM PST  
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Date