

Job Description

Position Title Director

Position Number

Department Name Telemedicine

Department Number 86121

Date Description Written or Revised 02/2007

Status Exempt

It is expected that the employee will demonstrate behavior consistent with the Core Values:

Respect-We accept all persons as created in the image of God

Excellence-We focus on high standards of service, performance, and proficiency

Wholeness- We attend to the needs of body, mind, and spirit

Stewardship- We utilize talents and resources in a wise, just, prudent and collaborative manner

Response to Need- We offer health care based on community need, with special concern for the poor, through partnerships with physicians, employees and community

The employee shall support St. Vincent Healthcare goals, and direction of the quality improvement process.

Position Summary

In this position, the Director is responsible for the overall management of the Education Center, Telemedicine Network, the Medical Library, AudioVisual Services and multiple grant funded programs with duties that include strategic planning, fiscal management, personnel, operations and implementation of the business plans.

Essential Duties and Responsibilities

Decision Making

- Emphasizes long-term versus short term solutions to problems that arise, using a structured problem solving approach to correct the root cause of a problem
- Provides necessary resources/cooperation so that innovative solutions can be implemented.
- Identifies decisions that can be made alone and which need consultation with others and makes timely decisions, minimizing emotional and impulsive decisions and crisis management.
- Anticipates potential problems and implements preventive measures before problems occur.

Leadership Communication and Skills

- Identifies various constituents and develops appropriate communication approaches, suspending judgment until all points of view are fully explained and understood.
- Establishes effective communication channels for all people involved in a given project or activity for maximum accountability and gives specific, constructive and frequent feedback to direct reports.
- Supports, provides, clarifies, and ensures adherence to SVH, and departmental direction and policies and incorporates department within the strategic goals of St Vincent.
- Encourages and uses positive human resource practices throughout the department, including: mentoring, using performance management techniques - setting objectives, providing feedback, evaluating results, defining roles and responsibilities with direct reports, training and developing staff, using coaching/counseling to improve or sustain performance and making effective hiring, promotion, transfer, scheduling, disciplinary, and termination decisions
- Effectively directs his/her group through change management processes and facilitates groups to achieve desired results reflecting the group's ideas and input

Business Acumen

- Possesses a thorough understanding of the healthcare environment and keeps current on industry developments, including the Catholic healthcare ministry.

- Effectively uses financial information for strategic and operational decision making and participates in the preparation of annual budgets for capital equipment, personnel, supplies, and other departmental costs

Organizational Responsibilities

- Respects and appreciates individual differences in perspective and background; recognizes others as individuals by showing respect for their beliefs/values and treating them with fairness and understanding.
- Understands the organization's mission, vision, values, and strategies and how they shape the organization and integrates the mission, vision and values into departmental activities and uses them as a guide in decision-making.
- Understands how the organization operates and evaluates the impact of his/her decisions on

Responsible for the strategic and operational planning of resources for Education Center, Medical Library, Audio Visual Services Grant and the Telemedicine Network.

Mansfield Health Education Center

- Directs the work of 3 Conference Technicians, and one customer Support Advocate involved in the planning and day to day operation of the EC; including, but not limited to, design and set up of seating arrangements, event planning, scheduling and provision of audio/visual support, catering services, computer/internet services, environmental services, facility maintenance services and assisting with educational program design.

Medical Library

- Oversees the staff of one Medical Librarian, two Librarian Assistants involved in the Medical Library operation and its services to doctors, nurses, patients and students including resource acquisition and research.

Audio-Visual

- Provide audio visual support for hospital functions through one AV Coordinator position and volunteers.
- Video Production for special events and educational videos for patients.
- Delivery of AV equipment for hospital meetings.

Telemedicine Network

- Directs the Network as a subsidiary entity and monitors program compliance regulations and quality improvement activities.
- Responsible for the activities of one Advance Practice RN Clinical Coordinator, one Clinical Research RN, one Telehealth Coordinator, and two Telehealth Technicians involved in the process of video-conferencing doctor-patient interaction, medical education or other consultation.
- Market and promote EC and Network programs to the community and region
- Directs video telecommunications (VTC) project planning, deployment and operations in alignment with the VTC strategic plan
- Directs the planning and implementation of program changes, equipment and system acquisition, licensing and services for CCTV, satellite TVRO and ITFS

Grant

- Directs the activities of one Grant Manager and his assistant in the planning and implementation of the Federal grant.

Rural Health Care Division of Universal Service Administrative Company (Federal Government)

- Oversees RHCD funding for USAC services to ensure reimbursement for all PHTN, MPD and SCL MT Region affiliates
- Secures annual reimbursement for a consortium of 15 Rural Healthcare Practices.
- Participate in annual audit of selected HCP (Healthcare Providers).

Duties associated with Grants Division

- Researches available resources and plans, budgets and works in liaison with the Grants Division to prepare and submit grant funding applications

Out Reach and Marketing

- Member of outreach committee to design, implement and monitor Healthcare outreach initiative

A review of this description has excluded the marginal function of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform another job-related duties requested by their supervisor in accordance with regulatory, legal, and organizational policies and procedures.

Education, Experience and Licensure/Certification Requirements : Masters Degree in Communications, Education or Information Technology

Requirements are representative of the minimum level of knowledge, skills and/or abilities necessary to perform the essential functions of the position

Reporting Relationship: Executive Vice President – Chief Operating Officer

Employees Supervised: Audio Visual Coordinator; Librarian, Library Assistants (2), Conference Tecchs (3), Customer Service Advocate, Telehealth Technicians (2), APRN Clinical Nurse Specialist, Clinical Research Coordinator, Bioterrorism Coordinator, Grant coordinator Assistant. Volunteer Support staff (22)

Department Age Specific Requirements Participates in patient care for the following age groups:

- Nonage Specific Task (N/A)
- Neonate (0-1mth) Toddler (1yr-3yr) Preschool (3yr-6yr) School Age (6yr-12yr)
- Adolescent (13yr-18yr) Early Adult (19yr-45 yr) Late Adult (45yr-64 yr) Geriatric (65yr+)

Physical Demands

Checked are the physical requirements that apply to this position

- Sedentary-Primarily sitting/lifting 10 lbs maximum
- Light-Lifting 20 lbs maximum with frequent lifting/carrying up to 10 lbs
- Medium-Lifting 50 lbs maximum with frequent lifting/carrying up to 20 lbs
- Heavy-Lifting 100 lbs maximum with frequent lifting/carrying up to 50 lbs
- Very Heavy-Lifting objects over 100 lbs with frequent lifting/carrying up to 50 lbs

Checked are the appropriate factors for this position

- Occasionally 0-33% of the work shift
- Frequently 34-66% of the work shift
- Constantly 67-100% of the work shift
- N/A Not Applicable for this position

Physical Factors	N/A	Occasionally	Frequently	Constantly
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing (wt 100+)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling (wt 100+)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Typing (Computer)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Xeroxing (Copying)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Factors				
Exposure to Weather	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust, Vapors, Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bloodborne Pathogens Checked is the appropriate category for position

- Category I - Job classification in which tasks involve exposure to blood, body fluids or tissue
- Category II - Job classification in which tasks involve no exposure to blood, body fluids or tissue but employment may require performing unplanned Category I tasks
- Category III - Job classification in which tasks involve no exposure to blood, body fluids or tissues and Category tasks are not a condition of employment

Protective Equipment Checked is the equipment that may be required to be worn in this position

- Not Applicable
- Hearing Protection Gloves Goggles Safety Glasses Face Shields
- Face Masks-Surgical, N95, Respirator Moisture Resistant-Gown/Lab Coat

I have read the position description and I can meet all the requirements for this position. I acknowledge that these duties and responsibilities may change at any time with notification.

Employee's Signature

Date

