

Certified Registered Nurse Anesthetist/Clinical Manager

Job Description:

Responsible for developing and executing an effective anaesthetic plan as well as overseeing clinical staff day to day effectiveness

Essential Functions:

Daily responsibility for the coordination of the NCMG surgical patients including the following functions:

- Manage patient's airway and respiratory status Perform Aesthetic injections
- Monitor patients before, during and after a medical procedure
- Prepare operating rooms, set up equipment, layout supplies, and prepare necessary gases.
- Perform regular patient visits and legibly record findings in the patient records
- Request and assess diagnostic tests
- Remain up-to-date with the latest advances in the anaesthesia field including the introduction of new medical equipment and techniques
- Daily responsibilities of clinical staff including the following functions
- Leads employees to accomplish all job objectives; inspires confidence and motivation; clearly defines expectations, and maintains personal effectiveness under pressure
- Helps establish/implement goals, objectives, policies, procedures, and systems for the clinic.
- Critical Thinking, Conflict Management, Negotiation, and Motivation
- Personnel Development
- Fosters the goals of teambuilding with clinic staff
- Demonstrates appropriate delegation and coordination of tasks and duties in the operations of physician clinic, using appropriate organizational/priority setting skills.
- Establishes a system of communication to coordinate activities/functions.
- Assigns responsibility for intradepartmental function.
- Develops the leadership skills of staff through delegation of responsibility.
- Empowers staff to achieve their best professionally and guides them through creative problem solving.

Supervisory Responsibility:

Responsible for Clinical staff

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Continuous Learning - Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
- Analytical - Collects and researches data; uses intuition and experience to complement data.

- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; displays understanding of how job relates to others; uses resources effectively.
- Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.
- Design - Generates creative solutions; demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Project Management - Communicates changes and progress; completes projects on time and budget.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Communication - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
- Managing Customer Focus - Promotes customer focus.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Business Acumen - Understands business implications of decisions.
- Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
- Impact & Influence - Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes.
- Cost Consciousness - Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; supports affirmative action and respects diversity.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities.
- Personal Appearance – Polished, natural and professional appearance
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- Judgement - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing - Uses time efficiently; sets goals and objectives; organizes or schedules other people and their tasks.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Education and/or Experience: Graduate of a nurse anaesthesia educational program accredited by the Council on Accreditation of Nurse Anaesthesia Educational Programs or its predecessor
- Minimum of 2 years' experience working as a CRNA required.
- Is currently certified or recertified by the National Board of Certification and Recertification for Nurse Anaesthetists.

- **Language Skills:** Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software.

Certificates, Licenses, Registrations:

- Current State License, Nurse Practitioner certification in one of the following specialties: Family/Adult/Acute Care.
- Holds current active state licensure as a registered nurse in the state of Indiana and complies with any applicable state statutory and regulatory requirements concerning CRNAs.
- Basic Life Support Certification required through American Heart Association.
- Is currently certified or recertified by the National Board of Certification and Recertification for Nurse Anaesthetists.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit; reach with hands and arms and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this Job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to moving mechanical parts; high, precarious places; risk of radiation and vibration. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

Job Type:

Full-time

Experience:

CRNA: 2 years (Required)

To Apply: Send resume and cover letter to CBlount@dhvaj.com