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Position Specification Manager - Epidemiology

The Hospital

Rockford Memorial Hospital is a member of Rockford Health System which is comprised of the hospital, Rockford Health Physicians, one of the nation's largest multi-specialty clinics with more than 140 physicians in eight area locations and a Visiting Nurses Association which provides a variety of home health services.

Rockford Memorial Hospital is the largest JCAHO accredited hospital in the region, with 396 licensed beds. The hospital includes a Level 1 (highest level) Trauma Center with REACT helicopter and dual heliport; a Level III (highest level) Neonatal Intensive Care Unit; which has performed in the top percent in the nation for neonatal care according to the Vermont/Oxford Project; Regional Perinatal Center; Brain and Spine Center; Heart & Vascular Center; and the Children's Medical Center. Their surgery department is the busiest in the region and they're known for their programs in women's and children's care; cardiology and cardiovascular surgery; trauma care; neurology and neurosurgery; and orthopedics and rehabilitation. Finally, the hospital is proud to have recently introduced the da Vinci surgical system, the most advanced technology available in minimally invasive robotic surgery, currently being used for urological and gynecological procedures.

They provide superior care, everyday, for all their patients. That's the mission of Rockford Health System and it's what you'll find throughout their organization. Their physicians have trained at some of the finest institutions in the world- Mayo Clinic, Harvard Medical School, Cleveland Clinic, the University of Chicago – and they put that training to work for their patients. Their nurses-nearly 1,000 strong-enjoy mentoring relationships and continuing education to keep their skills at the leading edge of medicine.

Rockford Health System has therefore become the leading health care system in Northern Illinois and Southern Wisconsin. They have established a long tradition of care built on a commitment to clinical excellence, leading edge technology and meeting the health care needs of the region.

Purpose of the Job

The Manager, Epidemiology is responsible for the development and implementation of prevention/control measures, educational programs and surveillance of nosocomial and community-onset infection in patients hospitalized at Rockford Memorial Hospital. The individual will demonstrate their knowledge on regulations,

investigation of outbreaks and work closely with the entire organization to improve infection outcomes. In addition, the Manager will be responsible for improving processes, implementing best practice, bringing a measurement of standards to the hospital units, and working closely with the physicians. Finally the individual will be responsible for preparing the budget, supervising personnel and the development and achievement of objectives in the Epidemiology Department.

The Manager, Epidemiology will report to the Chief Nursing Executive. In turn, the Manager will supervise a staff of two (2) Infection Control Practitioners and a secretary/data entry individual.

Performance Standards

Quality/Patient Safety:

- Creates a culture of quality/patient safety in department by assuring timely reporting and closure of incident reports and effectively using data to drive improvement. Assists in continuous survey readiness process, supplies reports and documentation upon request and works on multi-disciplinary teams to improve quality. Staff supports compliance with national patient safety goals.

Service Quality:

- Effectiveness and consistency of commitment to customer service. Promptly responds to inquires or requests for assistance from internal customers. Participates in training and education programs. Takes the needs of customers into account in decision-making. Is accessible to customers and staff for solving service problems.

Execution/Initiative:

- The power, ability and instinct an individual commits to organizational priorities. Delivers on goals; achieves results. Willingly volunteers time and energy to projects. Establishes a climate for thoughtful risk-taking and sets example through acceptance of accountability for results. Sets direction and takes action. Builds understanding and support among subordinates for RHS priorities. Brings creative ideas to problems requiring attention.

Financial Accountability:

- Uses resources rationally in establishing effective and efficient management processes for desired financial results. Establishes appropriate annual budget goals. Manages to achieve budget goals and operating margins. Allocates resources in accord with goals. Establishes and implements alternative plans if forecasts are not on target. Controls expenses, and reports results on timely basis.

Leadership:

- Develops and uses effective strategies and interpersonal styles to influence and guide others toward the accomplishment of identified objectives and goals. Seeks information and asks for suggestions. Develops and uses subtle strategies to influence others. Delegate's authority and responsibility to others, allowing them to use their abilities and talents effectively. Talks with others openly and directly about problems

with their performance, providing necessary focus, guidance and direction. Establishes measurable and achievable expectations regarding results.

Developing People:

- Effectiveness in developing effective managers, clinicians and service staff and retaining quality employees. Attracts and retains effective people for open positions and develops their talents. Conducts effective, on-time, performance appraisals. Provides effective feedback and coaching to improve performance. Supports RHS philosophy of minority hiring and development. Maintains low turnover of quality staff, plans effectively for success when turnover occurs. Trains subordinates to demonstrate and display commitment to continuous improvement of systems and processes.

Planning:

- Effectiveness in formulating and implementing plans and strategies required to meet organization/system goals. Plan work, accomplishes objectives. Uses reliable data to formulate plans. Establishes priorities. Obtains and allocates resources consistent with strategic priorities. Obtains and allocates resources consistent with strategic priorities. Adapts plans to a changing environment. Follows through to assure achievement.

Organizational Skills:

- Effectiveness in organizing programs, projects and operations. Manages time effectively and meets deadlines. Works effectively with colleagues. Plans work, shows the ability to stay on task. Promotes innovation and fosters receptivity to creative ideas and various points of view. Accepts accountability for results.

Knowledge:

- Maintains technical ability and knowledge base to effectively manage area(s)/ department(s). Keeps apprised of trends, developments and/or regulatory changes affecting department(s). Communicates developments or changes with supervisors, peers and subordinates. Maintains current required licensures, certificates or memberships. Seeks out opportunities for professional growth.

Knowledge and Qualifications

- Graduate of an approved Registered Professional Nursing Program, Bachelors Degree required or Bachelors Degree in Medical Technology. Masters degree preferred.
- Current Illinois RN Licensure
- Certified in Infection Control by the Certification Board for Infection Control or eligible preferred
- Active membership in both National and Local Associations of Professionals in Infection Control & Epidemiology or eligible for membership
- Five years experience in managing a successful Epidemiology department
- Must possess excellent communication skills and ability to work collaboratively with physicians and all members of leadership and staff

- Individual must possess assertiveness, excellent follow up and follow through.

Compensation

Our client offers a very attractive salary, benefits and relocation package.

For more information, please contact:

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