



County of Riverside



invites your interest in the position of

Clinical Administrator of Nursing Services (Emergency Department Director)



The Opportunity

The Riverside University Health System is recruiting for a highly experienced, hands-on, Clinical Administrator of Nursing Services (Emergency Department Director) with strong leadership, communication, and interpersonal abilities. **The successful candidate must have a current license to practice as a Registered Nurse in the State of California.** This is an outstanding opportunity to join a team of dedicated and talented healthcare professionals with a passion for providing the highest standards of care. The position will be responsible for a dedicated team of approximately 212 FTE's, including 110 Registered Nurses, who serve approximately 100,000 Emergency Department visits per year and will oversee a budget of around \$55 million in operating expenses and revenue.

Riverside County

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. All in all, Riverside County is a great place to live, work, and play.

With more than two million residents, Riverside County is the tenth most populous county in the U.S. and the fourth most populous county in California. The County spans 7,208 square miles and contains 28 cities. Combined with a reasonable cost of living, Riverside County's multi-faceted environment of rolling hills, lakes, rivers, deserts, and forests have made it one of the nation's fastest-growing counties for more than a decade. Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which makes it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California. Higher education facilities abound throughout the area, providing continuous educational opportunities for professional development.

Guided by a strategic vision created to provide and enhance needed services over the next two decades, the County is progressive and proactive. Riverside County government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the progressive community it serves. The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of

the County government. They are elected by district, on a non-partisan basis, to four-year staggered terms. The Board appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments. The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. Riverside County has over 21,000 employees across over 40 departments and agencies. The 2018/19 adopted budget is \$5.5 billion in appropriations for the County.

Riverside University Health System

At Riverside University Health System (RUHS), the 125 plus-year legacy of excellence and community service is the basis for a continued commitment to a healthy future for Riverside County. As one of the County's largest employers, RUHS employs more than 6,000 people and generates \$1.6 billion annually for the region's economy. RUHS serves nearly 2.3 million residents and includes the 362-bed Medical Center in Moreno Valley, a 77-bed Behavioral Health Hospital in Riverside, the Departments of Behavioral and Public Health, 10 Federally Qualified Health Centers (FQHCs), and several primary and specialty clinics throughout Riverside County. For three consecutive years, RUHS Medical Center has been certified by The Joint Commission (TJC) as a primary stroke center and received the Get with the Guidelines® Stroke Gold-Plus Quality Achievement Award from the American Heart Association/American Stroke Association. TJC also named the Medical Center a Top Performer on key quality measures and awarded certification to RUHS as an Advanced Inpatient Diabetes Management program.



Providing Help, Empowering Recovery

RUHS's commitment to quality care is demonstrated in the hospital-based Family Care Clinics that have been designated as Patient-Centered Medical Homes by the National Committee for Quality Assurance for their use of evidence-based, patient-centered processes that combine teamwork and information technology to improve care, increase patient satisfaction and reduce costs.

RUHS is committed to delivering exceptional care through an integrated network of skilled and compassionate health care professionals who inspire hope, healing, and wellness. RUHS is a teaching organization where generations of doctors, nurses, pharmacists, and public, behavioral, and allied health professionals have been trained throughout the Medical Center and care clinics.

Overview of the Position

The Emergency Department Director works in an administrative level capacity and reports to the Executive Director of Critical Care Services, and the Chief Nursing Officer. This position also works closely with the Trauma Program Director and Director of the SICU and MICU's. With a highly qualified staff of approximately 212 FTE's including around 110 RNs, the Emergency Department (ED) at RUHS Medical Center has a significant role in providing emergency medical care in Riverside County. The ED receives approximately 100,000 patient visits per year. RUHS Medical Center serves as the first responder in the case of natural disaster for Riverside County. As a designated Level II Trauma Center for adult and pediatric care, the Medical Center treats nearly half of all trauma patients in the County. The hospital is currently on track to be surveyed for Level I trauma designation around May 2020. The ED takes care of 2,500 people annually who experience major trauma. The medical facility is equipped with a helipad and an on-site decontamination unit, enhancing the hospital's capacity to handle any type of health care crisis. The Emergency Department is a large unit comprised of 40 treatment areas. The ED is staffed with attending physicians and resident physicians 24 hours a day. A few examples of essential duties include the following:

- Responsible for quality patient care coordination and overall operation of the Emergency Department;

- Direct, evaluate, and develop systems and procedures for efficient and effective operations for the ED;
- Determine the subordinate organizational structure, nursing operations, and nursing methods, and make adjustments consistent with changing objectives;
- Evaluate and initiate corrective action regarding operational compliance with licensure, accreditation, and regulatory standards;
- Participate in strategic planning for the organization and nursing services, participate in formulating policy, procedures, and standards for the organization and nursing services;
- Assist in coordinating nursing services with nursing education programs; monitor and evaluate the work assigned to staff, and complete performance appraisals;
- Interview, screen, and recommend the hiring of prospective nursing personnel;
- Direct the preparation of budgets for the Emergency Department and integrate with organizational budgets; accountable for budget and personnel resource requests; and
- Investigate complaints regarding patient care and nursing personnel in nursing services.

The Ideal Candidate

The ideal candidate will be a progressive, highly experienced Nursing Director professional who enjoys working in a fast-paced and complex environment. The successful candidate will be expected to have a proven track record in performing clinical duties and supervising staff while maintaining an effective team approach to accomplishing the mission of the Emergency Department. The selected candidate will be of the highest personal and professional integrity who will promote a sense of credibility, trust, and collaboration with the ED.



Minimum Qualifications

Education: The position requires a Bachelor's degree in nursing, health administration, or a closely related field. A Master's degree is preferred but not required.

Experience: Five years as a registered nurse at an accredited acute care hospital emergency department, which must have included four years of management experience. Knowledge of personnel, administrative and financial procedures, techniques, terminology, and procedures of sound management is required. (A Master's degree from an accredited college or university in nursing or nursing administration may substitute for one year of the required non-management experience.)

Licenses: Possession of a current and valid Registered Nurse License issued by the California Board of Registered Nursing is required. **(Professionals eligible for certification as a Registered Nurse in the State of California may be employed pending receipt of license.)**

Certifications: ACLS, BLS, PALS, NIHSS, ATCN or TNCC. May be obtained post hire.

Compensation and Benefits

The annual salary range for the Emergency Department Director is from \$102,068 to \$164,682. **Placement within the stated range will be based upon the selected candidate's experience.** The work schedule for this position is 9/80, with every other Friday off.

In addition to a competitive salary, the County offers an excellent benefits package including:

- **Medical/Dental/Vision Insurance:** A flex benefit is provided in the amount of \$823 monthly. Vision coverage is provided through Vision Service Plan at no cost to the employee or eligible dependents.
- **Post-Retirement Medical Contribution:** \$256 per month is available for retirees' health insurance through the County.
- **Retirement:** The County offers CalPERS Retirement for Classic Members (2%@60) and New Members (2%@62). All employees vested after the first five years of continuous service.
- **Deferred Compensation:** Two voluntary deferred compensation 457(b) plans are available.

- **Supplemental Retirement:** County contribution of \$50 per pay period towards 401(a) plan.
- **Annual Leave Accrual:** 0-3 years, 8.92 hours per pay period; 4-9 years, 10.46 hours per pay period; 10 or more years, 12 hours per pay period.
- **Annual Leave Buy Down:** May receive pay up to 80 hours per calendar year.
- **Holidays:** 12 paid holidays per year.
- **Bereavement Leave**
- **Long-Term Disability and Life Insurance**

To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The first review of resumes will take place on **Friday, May 24, 2019**. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process. This recruitment may close at any time once a strong pool of candidates is received.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and six professional references via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.



The County of Riverside is an Equal Opportunity Employer