

Director - Anesthesiology Chairs Support

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Company: Mount Sinai Health System

Location: United States

Category: other-general

Job Description

Description

Responsible for direction and management responsibility over the business and operational activities of a department or medical care unit.

Responsibilities

Provides administrative direction and coordination in the formulation, interpretation and administration of current and long range policies, procedures and programs.

Oversees the daily operation of department, including creating and implementing production schedules, and/or tracking and reporting systems, managing work assignments and identifying and resolving issues.

Establishes goals and objectives for the department that are consistent with Mount Sinai Hospital or School of Medicines policies and federal, state and local regulations. This may include defining the scope of specific departmental projects, and analyzing requirements to execute those projects successfully.

Defines and documents procedures, identifies process and workflow changes for continuous improvement and implements best practices for greater efficiency. Provides process improvement assistance when needed, and evaluates and develops logical work flows where applicable.

Collaborates with department senior leadership and/ or Chairman to develop short term and long range plans. Also serves as primary point-of-contact for interdepartmental communications, where applicable, in order to maintain standards, implement improvements, define and measure progress and meet business objectives.

Interprets and administers policies regarding hiring, payroll, appointments and promotions, placement and orientation of all faculty and/or staff.

Reviews and approves all reclassifications, new positions and salary increases. May direct and coordinate performance appraisals for faculty, professional staff and exempt/ non-exempt employees. Provides feedback on a regular basis. Identifies opportunities for continuing education and provides training. May design in house training materials and train employees when necessary.

Provides oversight to management staff to ensure compliance with established practices, to implement new policies and to keep employees aware of changes and current standards.

Assures compliance with regulatory, insurance and ethical standards regarding safety of patients, employees and property. Identifies contingency plans for potential risks.

May be responsible for developing annual training schedules, and creating multi-disciplinary training curriculum throughout the Medical Center, if applicable, and is also responsible for maintaining records pertaining to those training sessions.

May be responsible for creating, reviewing and/or updating policies and procedures pertaining to department specific goals and objectives.

Plans budget needs by analyzing short and long-term program plans. Collaborates with the Chief Financial Officer to assure the completion of the annual budget and financial monitoring.

Assures the financial systems are in place to properly run the department. Ensures compliance with MSMC policies and procedures.

May implement quality assurance programs and oversees monitoring activities to meet standards and regulations of accrediting agencies such as Joint Commission on the Accreditation of Healthcare Organizations (JCAHO), Commission of Accreditation Rehabilitation Facilities (CARF) and New York State and City Department of Health.

May chair or participate in department committees.

Performs other related duties.

Qualifications

Bachelors Degree required, Masters degree preferred

3-5 years of experience in health care finance or administration; experience in strategic planning and execution, formulating policy, building and developing financial plans, managing resources and leading successful teams

Excellent written and oral communication skills

Exceptional attention to detail and accuracy

Analytical and problem solving skills

Managerial skills including budgeting and finance

Proficient in Microsoft Office applications – advanced excel skills

Non-Bargaining Unit, Z02 - Anesthesiology Chairs Support - ISM, Icahn School of Medicine

Employer Description

Strength Through Diversity

The Mount Sinai Health System believes that diversity, equity, and inclusion are key drivers for excellence. We share a common devotion to delivering exceptional patient care. When you join us, you become a part of Mount Sinai's unrivaled record of achievement, education, and advancement as we revolutionize medicine together. We invite you to participate actively as a part of the Mount Sinai Health System team by:

Using a lens of equity in all aspects of patient care delivery, education, and research to promote policies and practices to allow opportunities for all to thrive and reach their potential.

Serving as a role model confronting racist, sexist, or other inappropriate actions by speaking up, challenging exclusionary organizational practices, and standing side-by-side in support of colleagues who experience discrimination.

Inspiring and fostering an environment of anti-racist behaviors among and between departments and co-workers.

We work hard to acquire and retain the best people and to create an inclusive, welcoming and nurturing work environment where all feel they are valued, belong and are able to professional advance. We share the belief that all employees, regardless of job title or expertise contribute to the patient experience and quality of patient care.

Explore more about this opportunity and how you can help us write a new chapter in our history!

“About the Mount Sinai Health System:

Mount Sinai Health System is one of the largest academic medical systems in the New York metro area, with more than 43,000 employees working across eight hospitals, more than 400 outpatient practices, more than 300 labs, a school of nursing, and a leading school of medicine and graduate education. Mount Sinai advances health for all people, everywhere, by taking on the most complex health care challenges of our time — discovering and applying new scientific learning and knowledge; developing safer, more effective treatments; educating the next generation of medical leaders and innovators; and supporting local communities by delivering high-quality care to all who need it. Through the integration of its hospitals, labs, and schools, Mount Sinai offers comprehensive health care solutions from birth through geriatrics, leveraging innovative approaches such as artificial intelligence and informatics while keeping patients’ medical and emotional needs at the center of all treatment. The Health System includes approximately 7,400 primary and specialty care physicians; 13 joint-venture outpatient surgery centers throughout the five boroughs of New York City, Westchester, Long Island, and Florida; and more than 30 affiliated community health centers. We are consistently ranked by U.S. News & World Report’s Best Hospitals, receiving high Honor Roll status, and are highly ranked: No. 1 in Geriatrics and top 20 in Cardiology/Heart Surgery, Diabetes/Endocrinology, Gastroenterology/GI Surgery, Neurology/Neurosurgery, Orthopedics, Pulmonology/Lung Surgery, Rehabilitation, and Urology. New York Eye and Ear Infirmary of Mount Sinai is ranked No. 12 in Ophthalmology. U.S. News & World Report’s “Best Children’s Hospitals” ranks Mount Sinai Kravis Children’s Hospital among the country’s best in several pediatric specialties. The Icahn School of Medicine at Mount Sinai is ranked No. 14 nationwide in National Institutes of Health funding and in the 99th percentile in research dollars per investigator according to the Association

of American Medical Colleges. Newsweek's "The World's Best Smart Hospitals" ranks The Mount Sinai Hospital as No. 1 in New York and in the top five globally, and Mount Sinai Morningside in the top 20 globally.

The Mount Sinai Health System is an equal opportunity employer. We comply with applicable Federal civil rights laws and does not discriminate, exclude, or treat people differently on the basis of race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, or gender expression. We are passionately committed to addressing racism and its effects on our faculty, staff, students, trainees, patients, visitors, and the communities we serve. Our goal is for Mount Sinai to become an anti-racist health care and learning institution that intentionally addresses structural racism."

EOE Minorities/Women/Disabled/Veterans

Compensation

The Mount Sinai Health System (MSHS) provides a salary range to comply with the New York City Law on Salary Transparency in Job Advertisements. The salary range for the role is \$112827.37 - \$173241 Annually. Actual salaries depend on a variety of factors, including experience, education, and hospital need. The salary range or contractual rate listed does not include bonuses/incentive, differential pay or other forms of compensation or benefits.

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