



Human Resources P.O. Box 1118 Okmulgee, OK 74447

POSITION: Senior Director of Surgical Services-Council Oak
VACANCY ANNOUNCEMENT: CN-22-248

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

DESCRIPTION OF ASSIGNMENT: The purpose of this position is to provide leadership, direction, and management in the planning, development, implementation, and evaluation of patient care in the peri-operative and immediate post-operative environment across the MCNDH. Position manages staff members in surgery, PACU and outpatient surgery areas at the MCNDH through direct supervision as well as through subordinate management. Consults with staff, physicians, and chief nursing officer on nursing issues and interpretation of hospital policies to ensure patient needs are met. Maintains performance improvement activities within the department and participates in IOP activities. Assists in formulating budget for department. Manages supplies and equipment used in operating, endoscopy and central sterile areas. This position is located at the Council Oak Comprehensive Health in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree in Nursing from an accredited nursing program is required. A Master's Degree in Nursing (MSN) is preferred. 5 years of experience in the surgical administration environment is required, 10 years preferred. Possess Current State of Oklahoma RN Nursing License. BLS, ACLS, PALS certifications required. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Professional knowledge of nursing care principles, quality management, ethics, infection prevention practices and processes required to assess nursing needs of patients.
2. Knowledge of health care practices, procedures, terminology and technology as they relate to nursing and surgeon practices.
3. Expert knowledge of current nursing standards of care in the Operating Room and throughout the organization.
4. Ability to recognize and react to emergency situations.
5. Principles and practices of effective management, supervision, and leadership.
6. Principles and practices of quality assurance guidelines as they relate to health care field control and evaluation.
7. Safety policies, procedures and practices as they relate to nursing.
8. Expert knowledge in reviewing clinical analytics as it relates to surgical services.
9. Expert knowledge in relation to staffing models to function efficiently within the surgery department.
10. Prepare and maintain records and reports.
11. Analyze situations accurately and adopt an efficient course of action.
12. Provide excellent customer service and establish and maintain working relationships with patients, staff, and physicians.

APPLICATION PROCEDURES: Apply online at [Department of Health Application](#). (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information, call Jeremy Smith at [\(918\) 762-0302](tel:9187620302). The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date