

SNF Director of Nursing

Chinese Hospital | San Francisco Bay Area

Department

Skilled Nursing Facility

Reports to

Executive Director

Type

Full Time

Requisition

12497

Position Summary

The Skilled Nursing Facility Director of Nursing (SNF DON) will have responsibility and accountability for the nursing services within the facility and serve only one facility in the capacity at any one time. The SNF DON maintains current knowledge of California Title 22, OSHA, Center for Disease Control (CDC) and CMS regulations, as well as other applicable standards to ensure that standards are met.

This position is responsible for the overall administration and management of nursing services in the Skilled Nursing Unit; planning, organizing, developing and implementing quality nursing service programs; for the ongoing professional development of licensed and non-licensed staff; and maintaining compliance with CDPHS licensing guidelines and regulatory requirements. Ability to maintain excellent interpersonal relations with internal staff and external vendors.

Essential Duties and Responsibilities

- Upholds and maintains the mission, vision, policies and procedures of the Chinese Hospital and SNF Department.
- Will be employed eight hours a day, on the day shift five days a week.
- Acts as part of the leadership team for the facility in developing and maintaining the facility budget, program direction, policies and procedures, plans for resident care, performance improvement, patient safety and other leadership responsibilities.
- Acts as administrative designee during emergency situations e.g., direction during fire, disaster, evacuation etc. Implements call back of personnel during an emergency. Provides directions and ensures that all appropriate persons and agencies are notified in a timely manner.
- Acts as a leader of the performance improvement program by collecting

pertinent data, analyzing data and making recommendations for improvement as needed.

- Acts as leader in resident safety by ensuring the infection control and environmental safety rounds are completed on a monthly basis.
- Ensures that national patient safety goals are met.
- When safety and/or infection control issues are identified, initiates a plan of correction.
- Ensures that all incidents of resident injury receive prompt attention. Ensures that incident reports concerning resident injuries are tracked, trended and analyzed.
- Notifies CDPH of all required reportable incidents.
- Screens prospective residents to ensure that staff has the ability to provide the care needed.
- Provides overall direction to the nursing services with supervision over nursing staff.
- Ensures medication administration oversight by ensuring proper medication administration practices are followed, informed consents are signed and obtained prior to administering psychotherapeutic medications, reporting adverse drug reactions (ADR) and ensuring follow up treatment, accurately counting controlled drugs, assuring discontinued drugs are destroyed per procedure, medication refrigerators are maintained / documented daily, and resident drug reactions, refusal, etc. are reporting to the physician in a timely manner.
- Oversees the review, revision and implementation of policies and procedures as necessary and at least annually.
- Completes all assigned performance evaluations in a timely manner.
- Reviews and revises job descriptions and performance evaluations as necessary and at least annually.
- Prepares nursing budget, monitors expenditures and controls costs.
- Participates in hiring, mentoring, counseling, completing performance evaluations, disciplinary action and termination per corporate policy.
- Acts as administrative designee during emergency situations e.g. direction during fire, disaster, evacuation etc. Implements call back personnel during an emergency. Provides directions and ensures that all appropriate persons and agencies are notified in a timely manner.
- Serves as lead for all CDPH surveys and other surveys performed by agents of CMS/CDPH.
- Responds promptly to all requests from agencies including, but not limited to, the California Department of Public Health (CDPH).
- Participates in developing a plan of correction(s) to address any identified deficiencies following the prescribed format.
- Implements any plan of correction(s) developed for the facility and provides ongoing monitoring to ensure that compliance is achieved.
- Reviews staffing to ensure appropriate staffing to meet residents' needs.
- Ensures appropriate interventions when there is a blood borne pathogen exposure by providing first aid to residents and health care workers and ensures that prompt medical attention is provided. Completes investigation in a thorough and complete manner and reports to infection control designee.
- Ensures that infection control duties are completed in a timely manner.
- Ensures that the duties of the director of staff development are completed in a timely manner and that all staff mandatory education is completed and documented.
- Ensures that all assessments and reassessments include a suicide assessment.

- Ensures that resident education is completed as assigned and accurately documented including resident's response to the education.
- The Director of Nursing Services develops nursing service objectives, policies and procedures and directs the implementation of these objectives.
- The incumbent continuously monitors Federal and State guidelines and requirements and revises Departmental procedures accordingly.
- This position recommends in-service educational programs geared to the specialized needs of geriatric patients.
- This position also monitors on-going staff development programs for all nursing personnel.
- Functions as a liaison between the residents, their families, staff and the general public – responding to inquiries and providing information on nursing care and services.
- This position also monitors the success of the Restorative Care Program in providing restorative nursing that maximizes each resident's existing abilities. This position collaborates with the contracted Rehabilitation vendor to enhance the quality of care for the residents.
- This position assists with the preparation of the Departmental annual budget and maintains the operating budgets for personnel and medical equipment and makes budget recommendations as to the purchase of such equipment.

General Responsibilities:

- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
- Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials. Failure to do so may result in disciplinary action up to and including termination.
- Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.
- Maintains resident confidentiality according to facility policy and HIPPA guidelines.
- Successfully completes all competency requirements on hire and annually.
- Maintains clinical license and certifications as applicable.
- Uses proper body mechanics and safety precautions in job duties.
- Uses supplies and equipment in a cost-effective way.
- Reads and follow new procedures, policies and program changes.
- Adheres to the policies and procedures of Castlewood West Treatment Center for attendance including reporting to work, use of sick leave, vacation, overtime and dress code.
- Completes assignments in a timely manner.
- Demonstrates positive role model towards work and the workplace with behavior that supports administrative and facility decisions; creates atmosphere of mutual trust, harmony, acceptance and respect within the community.
- Participates in/and contributes to performance improvement and resident

safety activities of the facility.

- Demonstrates knowledge and effectively implements the fire/safety program including the following: resident safety, security, emergency procedures, fire procedures, internal and external disaster procedures, life safety and adverse medication reactions.
- Practices good infection control practices including hand hygiene when indicated.
- Maintains open communication and participates in “hand off” information at change of shift.
- Assists in providing a safe, clean and pleasant environment for residents, families and staff.
- Performs all other duties as assigned.

Qualifications

- Graduate from an accredited school of nursing.
- Maintains a California RN license.
- Master’s degree in nursing is preferred.
- At least four or more years’ experience in a management position in the delivery of skilled nursing.
- Shall have at least one year of experience as a nursing supervision within the last five years and in assessing, planning implementing and evaluating nursing services/therapy to individuals with eating disorders.
- In-depth knowledge and demonstrated skill in working with an interdisciplinary team to provide individual and group therapy and maintain a therapeutic milieu.
- Knowledge and skill in providing supervision to nursing and other staff.
- Demonstrated ability to work collaboratively with all disciplines to ensure quality care is provided.
- Demonstrated experience in assuring compliance with Joint Commission and Title 22 standards and best practices for eating disorder treatment programs.

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and

all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$147,118-\$186,368/year. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Radiology Manager

Department

Radiology

Reports to

Vice President of Operations

Type

Full-Time, Exempt

Requisition

Position Summary

Supervises and coordinates the activities of the radiology, mammography, nuclear medicine, CT and ultrasound staff. Directs the departmental activities, relative to the improvement of patient care, quality assurance and personnel performance. Maintains appropriate standards of quality; plans, directs and supervises all technical aspects of the department concerning services, programs and the evaluation of the services. Responsible for the day-to-day operations of the department.

Essential Duties and Responsibilities

- Plans, organizes and directs the daily radiologic activities of the department.

Directs and coordinates the work of the staff. Plans and coordinates work with other departments as needed.

- Plans, organizes and directs programs, which encourage safe radiologic practice, and ensures the safety of patients, staff and visitors.
- Maintains and updates all records related to employee attendance, schedules and pay. Responsible for the timely submission of timecards to the payroll department. Provides for the necessary personnel coverage for all shifts and ensures that work is completed within a reasonable time frame.
- Plans, coordinates and oversees the orientation of all new employees and the training/retraining of all Radiologic Services staff to ensure the competency of all staff.
- Manages, directs and coordinates the radiation safety program for the facility.
- Develops new and reviews existing programs; recommends and directs implementation of changes.
- Provides technical expertise to other departments.
- Reviews and analyzes federal, state and local standards and legislation for its impact on Chinese Hospital and ensures compliance. Maintains the radiologic services in accordance with these same standards.
- Develops and recommends radiologic services policies to Administration.
- Prepares and administers the Radiology Services Department capital and operating budgets.
- Manages the hiring, training, promotion, evaluation and discipline of hospital radiologic services staff. Reviews and verifies all credentials and licensure requirements for the clinical staff.
- Monitors and reviews employee productivity and performance, staff development and program implementation for customer satisfaction, efficiency, effectiveness, work priorities and compliance with laws, rules, regulations and standards. Responds to complaints by taking necessary corrective action and follows up to ensure ongoing resolution.
- Ensures that staff is provided with resources and technology necessary to provide excellent customer service while ensuring that safe radiology practice standards are met and maintained. Directs and coordinates department in-service training.
- Evaluates staff performance, provides employee counseling and recommends employee discipline, participates in the selection of new employees. Prepares annual performance evaluations for all staff.
- Develops and implements employee development plans.
- Maintains all equipment in good working condition and coordinates all preventative maintenance activities.
- Promotes and maintains a safe working environment and ensures safe conduct in all aspects of job performance.
- Reviews/updates job descriptions to ensure accurate description of work performed by staff.
- Responsible for developing and implementing a departmental quality assurance plan and ensures compliance with patient care and medical practice standards. Reviews images from procedures taken by departmental staff to ensure optimal quality. Provides feedback or in-service training as needed to improve performance.
- Writes and updates procedure manual as needed and reviews annually to ensure employees have current information and clear direction.
- Responsible to establish short and long-range goals, objectives and action plans necessary to carry out these plans. Monitors to assure the plans are implemented as planned and continue as appropriate.

- Attends all hospital meetings as directed. Conducts and documents staff meetings.
- Acts a role model for staff. Functions as relief staff as needed.
- Work holidays, weekends as needed. Observe staff on evening shift on a regular basis to monitor performance and provide necessary direction to staff. Round at all radiology services sites on a daily basis to monitor performance and provide necessary direction to staff.
- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc. Responsibilities include reporting of suspected violations.
- Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.
- Accepts and performs other duties as assigned.

Qualifications

Required

- Completion of an accredited Radiologic training program and valid licensure as a Radiologic Technologist in the State of California or ARDMS.
- Three years of managerial or progressively responsible supervisory experience in hospital radiology services management
- Strong time management and prioritization skills

Thorough knowledge of:

- The Joint Commission, Federal, State and local laws, regulations and codes pertaining to radiologic services.
- Radiologic issues and concerns related to radiation and hazardous materials.
- Principles and practices of effective management and supervision, including long and short term planning.
- Principles and practices of contract negotiation and administration.
- Experience working in a union environment.
- Group and interpersonal dynamics
- Written and oral communication techniques and methodologies. Particularly related to staff where English is a second language.
- Program planning and implementation.
- Hazardous materials and hazardous waste storage.
- RIS/PACS and Cerner Computer systems and applications.
- Competent in clinical radiology.

Working knowledge of:

- Budget development and administration, including cost analysis.
- Negotiation techniques
- Cost control

Skill and Ability to:

- Plan, develop and implement an integrated radiation safety management program.
- Analyze issues, legislation, regulations for impact on Chinese Hospital.
- Develop and recommend alternative solutions.
- Prepare comprehensive reports, negotiate and manage contracts, prepare and administer department budgets.
- Present ideas persuasively in both oral and written formats.
- Identify and analyze complex technical, operational and administrative problems, evaluate alternative solutions and recommend or adopt effective changes.
- Manage, select, train, motivate and evaluate Radiology personnel.
- Develop and maintain effective working relationships with individuals and with groups.
- Conduct cost analyses and administer department budgets.
- Make independent decisions.
- Communicate effectively with individuals from a variety of ethnic and socio-economic backgrounds.
- Effectively use computer systems and applications.

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

I have read and understand the duties, responsibilities, and expectations pertaining to the position. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required. I have been allowed to clarify and ask questions about this job description.

Base Pay Scale

Starting at \$147,118 – \$199,722 annually. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay

scale is not a promise of a particular wage.[nectar_badge display_tag="label" badge_style="default" bg_color_type="global" color="accent-color" text_color="#ffffff" padding="small" border_radius="20px" display="block" text="Sound like a match?" margin_bottom="20"] [nectar_badge display_tag="label" badge_style="default" bg_color_type="global" color="accent-color" text_color="#ffffff" padding="small" border_radius="20px" display="block" text="Share this job" margin_bottom="20"]

Echocardiography Technician

Department

Cardiopulmonary

Reports to

Cardiopulmonary Manager

Type

Per Diem, Non Exempt

Requisition

Position Summary

Under the direct supervision of the site Physician, provides diagnostic cardiac ultrasound procedures to assist in the diagnosis and treatment of cardiovascular disease. Requires working in conjunction with cardiologists performing the technical aspects of cardiac imaging by setting up, operating and adjusting ultrasound equipment and recording cardiac data and measurements.

Essential Duties and Responsibilities

- Proficient in Transthoracic, Stress and bubble study echocardiography, EKG, stress testing and Holter monitor hook-up, in accordance with established policies and procedures.
- Operates various cardiac equipment for diagnostic testing.
- Assists with cardiology file management system for diagnostic reading and reporting; assist with maintenance of patient cardiology files.
- Organizes daily work schedule and coordinates with other staff to ensure maximum efficiency.
- Takes vital signs using limited equipment.
- Answers phones, greets and directs visitors, patients and family promptly and professionally.
- Assists with various clerical duties of the department.
- Assists with appointment scheduling and patient instruction.
- Assists in the Performance Improvement activities of the department as

needed.

- Assists in the cleaning, maintenance and preparation of cardiac equipment. Maintains a work area that is clean and professional in appearance.
- Responsibilities include: following the guidelines and reporting suspected violations of any statute, agreements or guidelines applicable to all healthcare programs.
- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
- Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials.
- Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.
- Accepts and performs other duties as assigned.

Qualifications

Required

- Satisfactory completion of a cardiac sonography program from an accredited institution.
- Minimum six months experience in a clinical setting
- Must be ARDMS certified RDCS or RDCS eligible
- CPR BCLS certification
- Must be familiar with hospital beds, wheelchairs, gurneys and emergency equipment
- Word processing skills
- Computer proficiency (EMR knowledge a plus)
- Strong communication skills.
- Ability to effectively present information, both verbal and written.
- Ability to take initiative, adapt to changing priorities, and work independently
- Strong time management and prioritization skills
- Knowledge of Medical Terminology including medications

Preferred

- Knowledge of community resources and cultural needs.
- Fluent in English and Chinese (Cantonese and/or Mandarin) preferred.

Physical Requirements

- Prolonged standing
- Frequent bending, pushing, pulling, stooping, crouching and lifting up to or > 100 lbs. With assistance

- The ability to write and comprehend English
- Eye-hand coordination and manual dexterity
- Ability to walk up and down stairs
- Ability to move about quickly and adjust to short notice changes, emergency or unusual routine
- Normal visual acuity and hearing
- Use of medical and office equipment
- Able to lift up to 30 pounds
- Use proper body mechanics when handling equipment
- Standing, walking and moving 50% of the day

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

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Base Pay Scale

Starting at \$49.52 – \$74.22 per hour. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Registered Nurse – ICU Per Diem

(Full

Department

Intensive Care Unit

Reports to

Director of Acute Care and Surgical Services

Type

Per Diem

Requisition

Position Summary

The Clinical RN is a professional caregiver who assumes responsibilities and accounts for a group of patients for a designated time frame and provides therapeutic and safe care to patients using the nursing process of individualized patient/client assessment, outcomes identification planning, implementation/intervention, and evaluation. The RN is responsible and accountable for nursing care delivered to their assigned patients by LVNs, HAs, and others. Professional duties include patient teaching, staff development, delegation, supervision, coordination, and patient advocacy. The RN will demonstrate competency and commitment to achieving organizational and nursing department goals, as outlined in the RN Behavior List and Competency Checklist.

Essential Duties and Responsibilities

- Demonstrates positive behavior and the ability to perform an ongoing clinical assessment of the patient, establishes and implements a plan of care and evaluates the outcome of that care, utilizing the nursing practice process that is specific to the patient.
- Demonstrates the personal responsibility to deliver high-quality patient care, which is founded upon established nursing standards and practice, emphasizing education, practice skills, and clinical competence.
- Responsible for delegating the delivery of care to others as well as motivating staff to deliver and maintain care that best demonstrates the mission, vision, and values of Chinese Hospital through professional excellence with personal concern.
- Maintains Chinese Hospital's attendance and punctuality standards in a consistent and regular manner.
- Promotes and maintains a safe working environment and ensures safe conduct in all aspects of job performance.
- Formulates a plan of care based on assessment and information obtained from the patient, family, and other health team members. Reviews and revises discharge goals and care plans daily.
- Other duties may be assigned

Qualifications

Required

- Currently licensed in the State of California to practice as a Registered Nurse.
- Six (6) months of previous experience in Medical-Surgical (M/S) nursing is preferred.
- Basic Cardiac Life Support (BCLS) Certification
- Able to speak, write and understand English

- Bilingual Cantonese-speaking preferred
- Familiarity with computer keyboard.

Specific Qualifications for Specialty Units

- Advanced Cardiac Life Support (ACLS) certificate required for ICU, Emergency Department, Post Anesthesia Care Unit (PACU), Same Day Surgery Unit (SDSU), and Endoscopy Suite (ENDO). CCRN is recommended for ICU. Current Oncology Nursing Society (ONS) certification is required for core Outpatient Medical Therapy Center (OMTC) staff.
- Must be able to assess and care for the special needs and behavior of a specific age population:
- Medical/Surgical (M/S), Telemetry Units, and ICU – Adolescent to frail elderly
- Surgical Suite/PACU – Adolescent to frail elderly
- SDSU/ENDO Suite/OMTC – 13 years to frail elderly
- Emergency Department – Birth to elderly

Hospital Work Schedule

The work schedules of the Hospital use an 8/80 basis for computing overtime in accordance with the Fair Labor Standards Act and California Wage Order 5. Employees working in accordance with a 14 consecutive day work period in lieu of a workweek of seven consecutive days must be paid one and one-half times their regular rate of pay for hours worked in excess of eight in a workday and 80 in the 14-day period. Double time is required after 12 in a workday (Labor Code § 510).

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$64.33 – \$84.06 per hour. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited

to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Clinical Lab Technician

Department

Laboratory

Reports to

Director of Lab Services

Type

Per Diem

Requisition

Position Summary

The Clinical Laboratory Technician (Non-Testing Personnel) essential healthcare worker, under the direction of CUA Lab leadership as described in California Business and Professions Code – BPC § 1269, is responsible for:

1. Biological specimen collection, including patient preparation, labeling, handling, preservation or fixation, processing or preparation, and transportation and storage of specimens.
2. Assisting a licensed physician and/or scientist in a licensed clinical laboratory.
3. Assisting in clinical laboratory, equipment preventive maintenance, and troubleshooting.
4. Preparation, maintenance and storage of reagents such as culture media and other reagent kits.
5. Assisting in the performance of quality control procedures.

CLT personnel shall not do any of the following:

1. Record test results, but he or she may transcribe results that have been previously recorded, either manually by a physician and surgeon or personnel licensed under this chapter, or automatically by a testing instrument.
2. Perform any test or part thereof that involves the quantitative measurement of the specimen or test reagent, or any mathematical calculation relative to

determining the results or the validity of a test procedure.

3. Perform any phase of clinical laboratory tests or examinations in the specialty of immunohematology beyond initial collection and centrifugation.

You'll be joining a diverse group of laboratorians to join our mission and deliver quality health care to the community.

Essential Duties and Responsibilities

CLT Duties

- Displays courteous, professional manner towards patients, co-workers, and hospital staff. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
- Adhere to quality, safety, environmental, and infection control methods. Follows Standard/Universal Precautions at all times.
- Maintain and decontaminate workstations before and after start of shift.
- Responsible for equipment daily, weekly and monthly maintenance. CLT will coordinate to CLS's any equipment issues, with signed off training records.
- Responsible for performing all routine stains on submitted specimens, including gram stains and Wright's stains.
- Responsible for maintaining inventory.
- Maintain stock supplies. Reports supplies concern to the Lab Supervisor.
- Remove and discard specimens considering sample stability.
- Interacts with other Clinical Laboratory staff in a professional manner.
- Submits suggestions to improve the Clinical Laboratory's efficiency.
- Demonstrates the values of team concept on a consistent basis.
- Assist in orientating new staff; provide all aspects of staff training including phlebotomy, specimen processing, pathology processing etc.
- Participate in performance improvement (PI) projects.
- Responsible for maintaining documentation of training to be filed in annual competency logbook.
- Process lab send outs and coordinate preliminary and final reports.

Phlebotomist Duties

- Perform venipuncture for inpatient and outpatients.
- Accession specimens in EMR (Cerner Community Works)
- Identifies the patient in line with NPSG 01.01.01
- Labels and records all samples in the presence of the patient.
- Is knowledgeable about which color top tube to use and the volume of blood needed.
- Disposes all sharps in a rigid sharps disposal container.
- Never attempts to re-sheath needles.
- Cleans and restocks venipuncture trays/carts.
- Cleans work areas as required.
- Reorders supplies when needed.
- Completes duties in a time efficient manner; knows how to prioritize STAT, timed, routine and outpatient orders.
- Transports specimens to and from other units/depts. as required.

Qualifications

Required

- California Certified Phlebotomy Technician (CPT 1 or CPT 2)
- Pursuant to Section 1269 of the Business and Professions Code, a laboratory Assistant I who is a high school graduate, or has equivalent education as determined by the department, is authorized to assist licensed personnel in a licensed clinical laboratory if he works under the direct and constant supervision of a licensed Clinical Laboratory Scientist (CLS).
- Understanding of standard blood drawing practices and procedures.
- 1-year experience as a phlebotomist or suitable training course.
- Strong computer skills, including Microsoft Office Suite or similar software.
- Good interpersonal skills and communication.
- Ability to work nights, evening hours, weekends, holidays, and extended shifts as required.
- Strict adherence to safety regulations, operating and maintenance instructions, and procedure manuals.
- Knowledge of aseptic and sterilization techniques.
- New grads are encouraged to apply

Preferred

- Fluent in English and Chinese (Cantonese and/or Mandarin)

Physical Requirements

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- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

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I have read and understand the duties, responsibilities, and expectations pertaining to the position. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required. I have been allowed to clarify and ask questions about this job description.

Base Pay Scale

Starting at \$25.26 – \$37.86 per hour. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Per Diem C.S Tech Certified

Department

Central Services

Reports to

Director of Peri-Operative Services

Type

Per Diem, Variable shifts

Requisition

Position Summary

Functions as a member of the health care team providing indirect patient care as a Central Sterile/Central Supply Technician. Responsible to maintain and prepare equipment, supplies, and instruments for Perioperative Services. This position is responsible for indirect patient care in the role of the Central Sterile/ Central Supply Technician, which includes knowledge of basic and accepted principles of operating room asepsis, infection control and universal precautions. This position works with other team members on the Nursing floors to gather, prepare, maintain, sterilize, reassemble, store and restock unit departmental supplies, equipment, and instruments to provide a safe, sterile, and adequately stock patient care unit.

Essential Duties and Responsibilities

- Performs all decontamination functions for surgical instrumentation and equipment using infection control techniques.
- Prepares items for decontamination by sorting and selecting the correct process (either manual and/or mechanical) to ensure integrity and prevent damage to instruments and patient care equipment.

- Prepares instruments for exposure of all surfaces to the decontamination process, which includes flushing and opening all lumens, disassembling and opening locks, and proper loading of mechanical washers.
- Operates all decontamination washers, washer sterilizers, sonic washers and dryers, and all other manual methods for cleaning.
- Assembles sets with the use of count sheets; replaces missing instrumentation and/or identifies missing instrumentation.
- Wraps, packs and labels all instrument trays and single instrument packs, basins and other items.
- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
- Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials.
- Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Communication — Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.
- Accepts and performs other duties as assigned.

Qualifications

Required

- Two years' previous experience working as a Central Sterile/ Central Supply Technician
- CPR certification, renewed annually
- Must demonstrate competence and critical thinking skills while promoting safe working environment
- Promotes the vision and mission of Chinese Hospital in all endeavors

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs.

Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$34.58 – \$42.23 per hour. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Echocardiography Technician

Department

Cardiopulmonary

Reports to

Cardiopulmonary Manager

Type

Full Time, Non Exempt

Requisition

Position Summary

Under the direct supervision of the site Physician, provides diagnostic cardiac ultrasound procedures to assist in the diagnosis and treatment of cardiovascular disease. Requires working in conjunction with cardiologists performing the technical aspects of cardiac imaging by setting up, operating and adjusting ultrasound equipment and recording cardiac data and measurements.

Essential Duties and Responsibilities

- Proficient in Transthoracic, Stress and bubble study echocardiography, EKG, stress testing and Holter monitor hook-up, in accordance with established policies and procedures.
- Operates various cardiac equipment for diagnostic testing.
- Assists with cardiology file management system for diagnostic reading and

- reporting; assist with maintenance of patient cardiology files.
- Organizes daily work schedule and coordinates with other staff to ensure maximum efficiency.
 - Takes vital signs using limited equipment.
 - Answers phones, greets and directs visitors, patients and family promptly and professionally.
 - Assists with various clerical duties of the department.
 - Assists with appointment scheduling and patient instruction.
 - Assists in the Performance Improvement activities of the department as needed.
 - Assists in the cleaning, maintenance and preparation of cardiac equipment. Maintains a work area that is clean and professional in appearance.
 - Responsibilities include: following the guidelines and reporting suspected violations of any statute, agreements or guidelines applicable to all healthcare programs.
 - Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
 - Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials.
 - Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
 - Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.
 - Accepts and performs other duties as assigned.

Qualifications

Required

- Satisfactory completion of a cardiac sonography program from an accredited institution.
- Minimum six months experience in a clinical setting
- Must be ARDMS certified RDCS or RDCS eligible
- CPR BCLS certification
- Must be familiar with hospital beds, wheelchairs, gurneys and emergency equipment
- Word processing skills
- Computer proficiency (EMR knowledge a plus)
- Strong communication skills.
- Ability to effectively present information, both verbal and written.
- Ability to take initiative, adapt to changing priorities, and work independently
- Strong time management and prioritization skills
- Knowledge of Medical Terminology including medications

Preferred

- Knowledge of community resources and cultural needs.
- Fluent in English and Chinese (Cantonese and/or Mandarin) preferred.

Physical Requirements

- Prolonged standing
- Frequent bending, pushing, pulling, stooping, crouching and lifting up to or > 100 lbs. With assistance
- The ability to write and comprehend English
- Eye-hand coordination and manual dexterity
- Ability to walk up and down stairs
- Ability to move about quickly and adjust to short notice changes, emergency or unusual routine
- Normal visual acuity and hearing
- Use of medical and office equipment
- Able to lift up to 30 pounds
- Use proper body mechanics when handling equipment
- Standing, walking and moving 50% of the day

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

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Base Pay Scale

Starting at \$49.52 – \$64.62 per hour. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Administrative Assistant

Department

Administration

Reports to

CEO

Type

Full Time, Exempt

Requisition

Position Summary

The Administrative Assistant provides administrative support to the Chief Executive Officer, in a customer-focused manner and upholding a strict level of confidentiality.

Essential Duties and Responsibilities

Administrative Support

- Performs administrative duties as assigned, including processing administrative details as appropriate. Manages CEO's expense submissions and processes invoices for payment, including the company credit card.
- Maintains the CEO's schedule; makes travel arrangements for the CEO and for others as appropriate.
- Ensures that regularly scheduled meetings for the CEO are scheduled. Receives and screens telephone calls, takes messages, provides information and answers questions where judgment or interpretation is necessary; and exercises discretion in public contacts.
- Prepares agendas for management staff meetings and organizes background material, prepares packets for distribution, and takes and distributes minutes at meetings as necessary.
- Manages information flow in a timely and accurate manner.
- Assists in maintaining contact and communications with individuals, groups and associations.
- Assembles information for internal and external communication – memos, emails, presentations, reports.
- Assists CEO with the preparation of ordinary and complex materials: charts, tables, reports, etc.
- Orders supplies and processes other purchase orders.
- Provides timely communication to Administration Office staff and Housekeeping/Engineering on matters relating to office cleaning, safety, security, maintenance, shutdowns or repairs.
- Performs other duties as assigned.

Board of Trustees

- Maintains corporate minutes of all Board and Committee meetings.
- Maintain corporate documents in the central filing system using common corporate language.
- Collects materials, prepares, and publishes Board and Committee meeting materials .
- Arranges for rooms, audiovisual equipment, and refreshments as appropriate.
- Attends meetings for purpose of recording vital discussions and resolutions of the meetings.
- Publishes minutes of meetings by working with the President and various Chairpersons.
- Provides support to the members of the Board of Trustees and other executives committees as needed.

Qualifications

- A college degree preferred and a minimum of three years general office experience or equivalent combination of office work and related experience.
- Proficient with MS Office applications including Word, Excel, and PowerPoint.
- Excellent oral and written communication skills in English required.
- Excellent oral and written communication skills in Chinese preferred.
- Excellent customer service skills.
- Demonstrated problem solving skills and ability to follow through with projects.
- Ability to prioritize tasks; highly organized with attention to detail.
- Excellent time management skills.
- Ability to uphold a strict level of confidentiality.
- Ability to work under pressure with many priorities and deadlines.
- Knowledge or prior experience with hospital and/or medical office preferred.

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected

violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

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Base Pay Scale

Starting at \$24.00 – \$38.00 per hour. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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Director of Case Management

Department

UM

Reports to

Chief Financial Officer

Type

Full Time, Exempt

Requisition

Position Summary

The primary focus of this position is to oversee and coordinate the discharge planning and utilization management activities for assigned caseload.

The Director of Case Management, using established guidelines, performs on-site assessments and utilization review for assigned caseload to facilitate appropriate utilization of resources and efficient patient progression through the continuum of health care resulting in the highest quality and most cost-effective care. The Director of Case Management understands, effectively communicates, and ensures conformity to payer's requirements. The Director of

Case Management identifies, plans, coordinates, and implements high quality, cost-effective alternatives to more costly care, when appropriate to the patient's condition. The Director of Case Management supports physician decision-making, and works collaboratively with all members of the health care team, the patient, the patient's family, and internal and external customers to achieve optimal patient outcomes.

Essential Duties and Responsibilities

- Performs utilization review on assigned caseload to assure appropriateness of admission, continued stay, and discharge using established guidelines.
- Assures appropriate utilization of resources that favorably influences the payer but does not compromise quality of care.
- Collaborates with the hospitalist and identifies, coordinates and implements high quality alternatives to more costly care by focusing on the continuum of care.
- Collaborates with all members of the health team, including patient and family to assure their participation and satisfaction, with post discharge arrangements.
- Collaborates with clinical social services in complex cases, providing or seeking assistance to improve the overall utilization/discharge plan for the patient.
- Develops and maintains harmonious working relations with other departments; addresses interdepartmental utilization issues.
- Coordinates the integration of the utilization management functions with other aspects of the overall patient care plans. Assures referrals are complete and benefits verified.
- Initiates decertifications/downgrades of inappropriate admissions and continued stays. Delivers written notification to the patient, family members and members of the health care team as appropriate.
- Regularly communicates with the Chief Nursing Officer, hospitalist, and/or primary care physician for support, problem resolution and for approval for downgrade and decertification.
- Collects, aggregates, and prepares statistical reports and quality information, such as delays in service, possible avoidable days, readmissions, LOS, etc. for presentation to the Performance Improvement Committee.
- Participates in the establishment and maintenance of effective working relationships with the care management team, appropriate community service organizations and public agencies.
- Performs casework and counseling activities and participates in related educational programs for other professional personnel through formal and information instruction.
- Assist in development and implementation of hospital policies in relation to utilization management.
- Adhere to established personnel practices and values of the facility.
- Complies with CHA Compliance Handbook including Code of Ethics and all statutes, regulations and guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statutes, agreements of guidelines applicable to all healthcare programs

Qualifications

To perform this job with competence, an individual must be able to perform each essential duty as noted above satisfactorily. The requirements listed below are representative of the knowledge, demands, skills and/or ability required.

- Current State of California Registered Nurse License, or Masters of Social Work with licensure as required by state regulations or Masters degree in healthcare administration, business administration or clinical specialty
- High School Diploma or GED, preferred
- Minimum two years' experience in an acute care setting preferred
- Utilization Management/Case Management experience preferred, with advanced knowledge in options to hospitalization, community culture and resources, entitlement, and reimbursement issues beneficial.
- Working knowledge of Word, and Excel / Access
- Bilingual – Cantonese preferred

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

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Base Pay Scale

Starting at \$156,125 – \$234,000 per year. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.[nectar_badge display_tag="label" badge_style="default" bg_color_type="global" color="accent-color"]

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Clinical Lab Scientist

Department

Clinical Laboratory

Reports to

CLIA Laboratory Director

Type

Part Time (Fri-Sun)

Requisition

Position Summary

Performs full range of Clinical Laboratory tests available at Chinese Hospital and Clinic CLIA Laboratory. You'll be joining a diverse group of laboratorians to join our mission and deliver quality health care to the community.

Essential Duties and Responsibilities

- Performs full range of Clinical Laboratory tests available at Chinese Hospital CLIA Laboratory, particularly in Hematology, Chemistry, Immunoserology, Blood Bank, Clinical Microscopy and Microbiology.
- Responsible for monitoring, recognizing and reporting quality control and indicator issues to Technical Operations Supervisor and/or Laboratory Manager, particularly in analytical phase of testing. Records any corrective actions as needed.
- Responsible for calibration and processing validation of instruments as assigned by the Technical Operations Supervisor and/or Laboratory Manager.
- Responsible for processing specimens. Effectively communicates specimen concerns to Non-Technical and Technical department, accordingly.
- Responsible in performing preventive maintenance, as needed. Coordinate maintenance with lab assistants and CLS's. Ensures proper operation and maintenance of instrument prior to testing up to releasing of results.
- Responsible in reporting and releasing assay results, with accuracy and precision in a timely manner.

- Assist and update the Non-Technical Supervisor and/or Laboratory Manager, with any supplies needed in the lab, reagent inventory and equipment issues.
- Ability to maintain clean bench area after testing as a courtesy for the next user, follow general housekeeping policies as assigned in general laboratory. Understand and abide hospital and department safety procedures and infection control guidelines.
- Perform proficiency testing and competency assessments. Maintain up to date training records by working closely with Technical Operations Supervisor.
- Ability to effectively communicate and endorse pending tests and issues between shifts.
- Ability to maintain required CEU's and mandatory training classes, meetings, and drills.
- Provides excellent customer service and shows compassion to all patients, visitors and co-workers.
- Ability to work with LIS, escalate issues involving assay results and test reference or reportable range. Communicate any data interpretation needed.
- Ability to maintain patient, employee and company confidentiality. Inform the team about any necessary clinical lab new technology and test progress. Interacts positively with the management, co-workers and others.
- Accepts and performs other duties as assigned by Technical Operations Supervisor and/or Laboratory Manager.
- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
- Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials.
- Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.

Qualifications

- Bachelor's Degree in Clinical Laboratory Science or Medical Technology is preferred
- Current California Clinical Laboratory Science license is required
- Recent grads are encouraged to apply
- Hospital lab experience is preferred

Physical Requirements

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk, and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health

and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds.
- Stand, walk, and move 50% of the day.
- Use proper body mechanics when handling equipment.

Compliance Requirements

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.

Base Pay Scale

Starting at \$52.55 – \$78.77 per hour. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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