

St. Mary's Medical Center

Director, Oncology Services

Reporting to Dennis Morris, Chief Operating Officer

JOB SUMMARY:

The Director, Oncology Services is responsible for the overall planning, development, coordination, implementation and management of Oncology Services for the Medical Center. Under the direction of the Chief Operating Officer and in collaboration with the Medical Director of the Cancer Center and other interdisciplinary team members, the Director shall act as the focal point to work across departmental lines in cooperatively establishing and maintaining a multi-disciplinary program.

RESPONSIBILITIES:

The position is responsible for maintaining quality services and public relations, meeting financial goals and widening the referral base of the Cancer Program. In addition, the Director is responsible for integrating and developing a comprehensive cancer program encompassing medical oncology, radiation oncology, pain management, surgical interventions and other treatment therapies to deliver the highest service to patients. Other required duties include quantifying and improving patient satisfaction, employee satisfaction and measuring quality of services delivered.

- Works with the Medical Director for oncology services and oncology-related staff and their supervisors to create a patient-centered oncology culture.
- Develops a mechanism for developing and managing the collaborative program by bringing together appropriate hospital staff and physicians in program development efforts.
- Works collaboratively with all relevant hospital staff and physicians to gain support for the oncology program vision and to cooperatively develop goals and objectives.
- Regularly meets with staff from the radiation oncology departments, infusion centers and oncology inpatient units to lead program development and quality improvement efforts.
- Negotiates with the relevant department managers and vice presidents (such as radiology, pharmacy, surgery to.) to assure each department's support for oncology program service goals.
- Ensures that care coordinators monitor and facilitate effective patient care, utilizing a clinical pathway or care guidelines as appropriate.
- Works with care coordinators and other relevant staff to assure that systems are in place to monitor patient progress in the hospital and as outpatients.
- Ensures that a system is in place to provide navigation assistance to cancer patients.

- Maintains regular communication with oncology providers throughout the hospital to quickly identify and deal with barriers to effective and efficient cancer care.
- Develops a long-term strategic plan for the Oncology service line in collaboration with the Medical Director within 3-months of hire. Annually updates the strategic plan with review and input from the Joint Advisory Committee.
- Responsible for developing and managing annual program budgets including operational and capital budgets and projected patient volume.
- Uses relevant cancer registry, hospital, market and other data to identify opportunities for new program development as well as ongoing growth of existing services.
- Communicates regularly with Business Development staff to assure that progress is made to achieving the oncology program vision.
- Maintains up-to-date knowledge of developments in clinical oncology and technology, which have potential application within the oncology program.
- Serves as a resource to physicians seeking to expand their cancer services and expertise and who are considering developing new cancer programs and services.
- Supports the philanthropic Foundation in its oncology-related development activities and works with Foundation staff to pursue external funding opportunities such as grants and contracts.

REQUIREMENTS:

Minimum of 5 years in a responsible position demonstrating management, program development and implementation of Oncology-related services. Experience in planning, design and implementation of new services and construction is desired. Bachelor's Degree in Nursing, Business, Allied Health or Health Care Administration is required.

ST. MARY'S MEDICAL CENTER:

St. Mary's Medical Center is a full-service acute care facility with more than 575 physicians and 1,100 employees who provide high-quality and affordable health care services to the Bay Area community. Home to advanced medical practices, such as the nation's first digital cardiac catheterization laboratory, pioneering spine surgery and comprehensive rehabilitation, St. Mary's Medical Center is one of San Francisco's leading hospitals, offering patients a full range of outpatient and inpatient services delivered with the human touch. Strategies and business development are centered around Oncology Services, Cardiac Services and Orthopedics.

St. Mary's is building and expanding our Oncology Care Services. The medical center is building a new cancer center. The new Cancer Center will include a state-of-the-art linear accelerator, infusion services, shared ancillary services and provide one-stop services such as registration, lab, pharmacy and administrative space for patient conferences and education. The Cancer Center would feature easy parking and street access for patient convenience.

CONTACT:

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St. Mary's Medical Center

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