



RECRUITMENT PROFILE

St. Mary Medical Center
Langhorne, Pennsylvania



Position Title: Cardiac Service Line Administrator

The Client

St. Mary Medical Center

Licensed for 366 beds, St. Mary Medical Center in Langhorne, PA, is the most comprehensive medical center in Bucks County. With a staff of nearly 500 physicians, more than 2,400 employees, and 700 volunteers, St. Mary is committed to providing excellence in patient care. St. Mary offers up-to-date technology, including a comprehensive cardiovascular program, the only state-accredited Trauma Center in Bucks County, a JCAHO-accredited Primary Stroke Care Center, specialized diagnostic capabilities, obstetrics, exceptional surgical and orthopedic joint replacement services, rehabilitation therapy, and the St. Mary Regional Cancer Center.

Located on 53 acres in beautiful Bucks County, St. Mary was founded in 1973 by the Sisters of St. Francis of Philadelphia. In 1996, St. Mary Medical Center became an Eastern Region member of Catholic Health Initiatives (CHI), a national, non-profit Catholic healthcare system. In July 2001, St. Mary transferred to Catholic Health East the second largest regional healthcare system in the Delaware Valley.

Centers of Excellence

St. Mary provides advanced care across four primary Centers of Excellence – cardiology, oncology, orthopedics, and emergency and trauma services. These Centers of Excellence include:

St. Mary Heart Center

Cardiovascular care is the core focus of recent expansion efforts at St. Mary. In addition to building two new electrophysiology labs in 2005, St. Mary Medical Center recently opened a cardiovascular care unit (CVCU) specially equipped to provide levels of cardiac care specific to each patient's medical needs.

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In 2006, St. Mary cared for more than 6,000 cardiology inpatients, performed nearly 400 open heart surgeries, nearly 4,000 cardiac catheterizations, of which 1,300 were coronary interventions, and more than 1,000 electrophysiology procedures. The current door-to-reperfusion time is 79 minutes. During 2007, St. Mary will be adding two new cardiac catheterization labs to allow for continued cardiac and vascular program growth.

St. Mary Regional Cancer Center

Each year, more than 1,000 cancer patients benefit from the latest innovations in cancer diagnosis, treatment, and rehabilitation offered at St. Mary. In 2005, the St. Mary Regional Cancer Center added a linear accelerator with Intensity Modulated Radiation Therapy (IMRT) capability. IMRT is an advanced and precise method of external beam radiation therapy that enables more effective treatment of the tumor while minimizing impact on healthy tissue. St. Mary continues to invest in technology for the early detection and treatment of cancer, including PET/CT, wide-bore CT, high-dose radiation therapy, and computer assisted detection (CAD) tomography therapy.

The St. Mary Cancer Center participates in important clinical trials, including studies of new treatments for breast, colorectal, prostate, and lung cancer. This research also includes clinical studies of investigational new medicines for melanoma, cancer of the esophagus and pancreas, Hodgkin's disease, and multiple myeloma.

St. Mary Regional Cancer Center is accredited with commendation by the American College of Surgeons Commission on Cancer. This distinction is earned by just 25% of all hospitals nationwide.

St. Mary Orthopedic Center

The St. Mary Orthopedic Center offers the latest treatment advances and less-invasive surgical techniques performed by some of the area's most accomplished bone and joint experts. St. Mary is the first and only orthopedic program in the state of Pennsylvania and one of only 17 in the nation to receive the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) "Gold Seal of Approval" for its joint replacement program.

St. Mary is expanding the Orthopedic Center to include two new surgical suites. Each orthopedic operating room is specially-equipped to handle minimally-invasive procedures; total and partial joint replacement, sports injuries, spine and back surgery, hand surgery, trauma, and other highly-sophisticated orthopedic procedures.

The number of orthopedic procedures has increased by more than 30% over the past two years to more than 2,000 surgeries annually.

St. Mary Emergency Services and Trauma Center

Nearly 50,000 children and adults receive urgent medical care from the St. Mary Emergency Services and Trauma Center. To meet increasing demand for these services, St. Mary recently expanded emergency services to include pediatric emergency care and a clinical decision unit, designed to care for adult patients in a comfortable, state-of-the-art center while waiting for results of tests or cardiac diagnostic procedures.

St. Mary Medical Center is committed to supporting healthy communities, and continually endeavors to be creative in approaches to meet the community's healthcare needs through such programs as a Wellness Center, Women's Center, Parenting Resource Center, and Holistic Services.

The Position

The Cardiac Service Line Administrator will be accountable for the overall operations, efficiency, quality, and financial performance, working with Administration, physician chairmen, physician directors, associated clinical staff, and other key stakeholders. He or she will be responsible for developing and implementing the Cardiac Service Line Strategic Plan, and will have the authority and responsibility to implement service-wide changes across departmental lines and provide internal and external communications regarding service line initiatives. He or she will mobilize and direct employee and physician teams to develop and achieve service line goals. The Administrator will use strategic thinking to improve patient care and efficiency across the system and shape future strategy for the service line.

Specific areas of accountability include:

- Cardiac Cath Lab
- Electrophysiology Lab
- Cardiopulmonary Department
- Cardiac Rehabilitation
- Respiratory, Neurology, and Sleep Lab Departments

Specific Responsibilities Include:

- Directs plans, organizes, and supervises activities and personnel of the Cardiac Cath lab, Electrophysiology Lab, Cardiopulmonary, and Cardiac Rehabilitation Departments.
- Responsible for setting goals and objectives of the cardiology departments. Plans, coordinates, implements, and evaluates those activities directed towards meeting the clinical and financial needs of the facility.

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- Collaborates with Medical Directors of Cardiology, Cardiac Cath, and Electrophysiology Labs.
- Accountable for Performance Improvement Activities of the Cardiology Departments.
- Responsible for developing business plans for Cardiology capital purchases.
- Maintains communication with Senior Management and Strategic Planning in forecasting Cardiology trends.
- Negotiates all contracts specific to the invasive and non-invasive Cardiology areas.
- Maintains current knowledge of billing procedures, keeps abreast of the latest revisions, and recommends/implements the correct usage of the procedure coding system for Cardiology procedures.
- Oversees the smooth and efficient operations of the Cardiology Departments while providing the highest standard of care and service to patients and families.
- Maintains extensive knowledge of procedures and equipment in cardiology imaging modalities. Maintains current knowledge of federal, state and accreditation requirements, and makes recommendations and/or suggestions to the Vice President of Operations.
- Responsible for assuring timely and accurate reporting of statistical and financial data to the Finance Department for production of financial statements. Also responsible for monthly review and justification of department expense reports.
- Co-chairs the Interventional Cardiology and Cardiology Sub-Section meetings.
- Maintains excellent communication lines with all Invasive and Non-Invasive Cardiologists. Refers problems/concerns to Senior Management.
- Prepares reports and proposals for Administration as required.
- Reviews and approves invoices for Accounts Payable.
- Attends local and national association meetings and continuing education seminars to contribute to professional development.
- Oversees Cardiology Nurse Practitioner Support for Cardiology Services.
- Provides resources for Cardiology research studies.
- Serves as a member of the Special Care Committee
- Serves as a member of the Radiation Safety Committee.

Mission Responsibilities:

The successful candidate must contribute to the achievement of St. Mary Medical Center's Mission and Vision by adhering to the core values of Reverence, Community, Justice, Commitment, Stewardship, Courage, and Integrity by:

- Adapting to Change - Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.
- Continuous Improvement - Acts to constantly improve the level of clinical and non-clinical outcomes and the level of customer satisfaction in both individual and teamwork processes.

- Customer Focus - Demonstrates concern for meeting or exceeding internal and external customers' expectations/requirements in a manner that provides satisfaction for the customer.
- Teamwork - Accomplishes tasks by working effectively with others and appreciating the value and commitment of every team member.
- Service Excellence - Strives to achieve the Standards of Performance.

Education Qualifications:

A Bachelor's Degree in healthcare or a related field is required. A Master's Degree in business or other health-related field is preferred. A clinical degree is preferred, and a strong understanding of clinical operations is required.

Career Experience:

The ideal candidate will be a seasoned cardiovascular administrator with 3 to 5 years experience and a strong management/leadership foundation, who flourishes in an environment where expectations are high and results meet expectations. He or she will be able to articulate a vision and set a leadership agenda as well as implement the agenda in order to expand services and grow volumes.

Outstanding physician relations and customer service skills, with demonstrated strategic planning in healthcare, financial accountability, and staff development skills are essential. Previous experience with a cardiac catheterization lab expansion, including technology upgrades along with electrophysiology program expansion, is required.

Community:

St. Mary Medical Center, located in Langhorne, Pennsylvania is approximately 30 minutes from Philadelphia. The community provides residents with easy access to major modes of transportation including major interstates, the Philadelphia International Airport, and the Delaware River. Langhorne is also located within a few hours' drive of Baltimore, Washington, D.C., and New York City, as well as the New Jersey coast.

The County is famous nationwide for its historic sites and countless attractions. Residents and visitors can stroll through the historic towns and experience its old fashioned festivals, wineries, museums, shops, and eateries. The town is also known for its great outdoor recreation, with many state and county parks as well as the Delaware River. Folks enjoy rafting, kayaking, horseback riding, rock climbing, hiking, camping, ballooning, and cross country skiing.

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Residents enjoy a high-quality of life due to the peaceful environment, low taxes, and top-rated public school systems. Langhorne offers small-town friendliness, and distinguishes itself from other communities because of its blend of leisure and prosperity. Langhorne is the perfect combination of breathtaking countryside and international amenities.