

Position Title: Director, Cancer Center

Department: Cancer Center

Job Code #

Purpose: Plans, organizes, directs, coordinates, and evaluates all facets of the oncology product line ensuring that quality services are available to all patients and are provided in an efficient manner. This includes the functions of Radiation Oncology and Therapy Medical Oncology, Oncology Inpatient unit, Cancer Committee, Center for Breast Health, Tumor Registry, Clinical Trials, and the Cancer Center. Develops a matrix or team approach to oncology services with all other departments such as Hospice, Social Services, Marketing, Pharmacy, etc.

Reports To: Vice President, Clinical Services

Supervisory Responsibility: Divisional/Multi-Level: The job requires direct responsibility for the management of multiple departments with large numbers of staff assigned to each. The incumbent directly and indirectly supervises multiple managers, assistant managers, and/or supervisors who in turn manage and supervise their areas of responsibility. Incumbent has multiple shift responsibility for staff.

Materials Responsibility: Moderate: Work requires moderate responsibility for material resources. Examples of resources could include operating budgets for a work unit or department, specialized equipment, costly or unusual materials or supplies, large amounts of cash or other material assets. The employee has a moderate amount of control over these resources. The cost of errors might result in moderate damage, waste or financial loss. The difficulty, variety and depth of problems associated with these material resources is moderately complex.

Key Relationships: Co-workers/Health System Employees, Outside Agencies/Other Health Care Providers, General Public/Visitors/Volunteers, Physicians/Medical Office Staff, Patients, Families, and Significant Others, Vendors/Clients, Auditors/Review Agencies, Local Governments.

### POSITION SPECIFICATIONS

Education:  
Masters Degree

Field of Study:  
Health Care Administration, or related field

Special Training:  
N/A

Training Preferred:  
Oncology Nursing, Registry Inform (CTR) Research (CCRA)

Licensure/Registration:  
N/A

Experience:  
More than 5 years experience required.

Interpersonal Skills:  
Interaction is with a wide variety of people inside or outside the organization. Communications are often extremely difficult or stressful in nature. Contact with others involves highly complex and sensitive topics. The job requires extremely well developed interpersonal skills for dealing with a range of complicated problem situations. The job requires the use of diverse communication techniques.

Physical Demands:

Low Intensity: Work requires a light or low amount of physical exertion. The job requirements for manual dexterity or physical manipulation are limited. The need for physical stamina and endurance is of minimal or low significance. The degree of physical strain produced on the job is somewhat taxing, but does not usually produce fatigue and require periods of rest. Freedom of movement exists, and the job does not confine the employee to a prescribed body posture. Body movement usually **involves** sitting and intermittent walking. The position exceeds these low intensity demands rarely, 1096 of the **time or** less.

Working Conditions:

There are little or no adverse environmental conditions to consider.

Possible Exposure to Blood Some Pathogens:

None

SERVICE EXCELLENCE EXPECTATIONS

Upholds the values of \*Respect \*integrity \*Compassion \*Accountability \*Excellence

Meets or exceeds customer service expectations:

\*Courtesy \*Consideration \*Communication \*Cooperation \*Commitment

**High Frequency Competencies:**

Collaboration: Community P664

Equipment Operation A135

Financial Management: Director LF103

Information Management: **Director LM103**

**Quality** Management: **Director LQ103**

Strategic Development: **Director LS103**

Computer Use **A636**

Ethical Guidance P821

Human Resource Management: **Director LH103**

Oncology Services/CBH Administration L156

Relationship Building: Director LR103

High Frequency Equipment:

Computer 184