

## DIVISION SCOPE OF SERVICE

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| <b>Division:</b> SAN ANTONIO                                 |
| <b>Classification:</b> ENVIRONMENTAL SERVICES (EVS) DIRECTOR |
| <b>Applicant Name:</b>                                       |

  

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| <p><b>Environmental Services Director:</b><br/>The Environmental Services Director must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p> <p><b>Definition of Care or Service:</b><br/>The Environmental Services Director is responsible for the development of departmental objectives, the establishment of programs and procedures to meet these objectives, the maintenance of a high quality staff of personnel within the department and the controlling and evaluation of the overall departmental objectives to support the hospital in providing optimum patient care. The Director of EVS must have knowledge of cleaning materials, cleaning equipment and their proper use.<br/>Scope of service may include:</p> <ul style="list-style-type: none"> <li>• Responsible for maintaining a clean, attractive, and sanitary environment for patients, visitors and healthcare workers. Ensures customer satisfaction and good public relations are achieved through the safe and efficient use of resources.</li> <li>• Responsible for maintaining hospital linen service.</li> <li>• Supervises EVS employees and maintains training records.</li> <li>• Manages EVS supplies and equipment.</li> <li>• Serves on committees as directed by Administration and attends meetings with other hospital personnel.</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.</li> </ul> <p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Healthcare facilities including but not limited to hospitals.</li> </ul> <p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct supervision by COO or their designee</li> </ul> <p><b>Evaluator:</b> COO or their designee</p> <p><b>Tier Level:</b> 2</p> <p><b>eSAF Access Required:</b> Yes</p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• <u>One</u> of the below required: <ul style="list-style-type: none"> <li>○ Associates degree or higher</li> <li>○ Proof of enrollment in a university for a minimum of two years</li> <li>○ Five years supervisory experience in the EVS field in the past five years</li> </ul> </li> </ul> <p><b>Preferred Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Degree in Business Management is preferred</li> <li>• Certification through NEHA or ASHE preferred</li> </ul> <p><b>NOTE:</b> Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p> |
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| <b>State Requirements:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>   |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul> <b>Preferred Experience:</b> <ul style="list-style-type: none"> <li>Prior hospital Environmental Services Management is preferable at the Assistant Director or Director level</li> </ul>   |
| <b>Competencies:</b><br>The Environmental Services Service Director will demonstrate: <ul style="list-style-type: none"> <li>Assures operations of department and quality management</li> <li>Directs Housekeeping Assignments</li> <li>Participate in the selection, orientation, training, scheduling and supervision of EVS personnel.</li> <li>Evaluates, develops, and ensures the provision of ongoing training and development for all department staff.</li> <li>Ensures the compliance of sanitation and safety standards in accordance with the hospital, all regulatory agencies of accredited hospitals, and other appropriate governmental agencies. Establishes standards, work methods and schedules.</li> <li>Maintains a Safety Culture.</li> <li>Provides effective communication with hospital administration and nursing leaders.</li> <li>Demonstrates effective infection control practices related to equipment and supplies.</li> <li>Infection Prevention <ul style="list-style-type: none"> <li>Practices consistent hand hygiene</li> <li>Uses personal protective equipment (PPE) when required</li> <li>Required immunizations per Division requirements</li> <li>Complies with Isolation precautions</li> <li>Maintains sterile field</li> </ul> </li> </ul> |
| <b>References:</b>   |
| <b>Document Control:</b> <ul style="list-style-type: none"> <li>Created 11/22/2019</li> </ul>  |

**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

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| <b>Applicant Printed Name:</b> _____<br><br><b>Signature:</b> _____<br><br><b>Date:</b> _____ |
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