

## DIVISION SCOPE OF SERVICE

<b>Division:</b> SAN ANTONIO
<b>Classification:</b> ENVIRONMENTAL SERVICES (EVS) MANAGER
<b>Applicant Name:</b>
<p><b>Environmental Services Manager:</b> The Environmental Services Manager must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility.</p> <p><b>Definition of Care or Service:</b> The Environmental Services Manager executes company and facility environmental services programs and procedures by training, supervising and motivating the environmental services staff to ensure all tasks are completed and schedules are met. Scope of Service may include:</p> <ul style="list-style-type: none"> <li>• Performs all environmental services related tasks demonstrating service excellence to fellow employees, team members, clients and customers.</li> <li>• Outlines work requirements and monitors EVS staff.</li> <li>• Orders and maintains adequate stock of supplies for Environmental/Linen services</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 the Environmental Services Director <ul style="list-style-type: none"> <li>○ Indirect supervision by the hospital leader where EVS services are performed.</li> </ul> </li> </ul> <p><b>Evaluator:</b> Hospital leader responsible for food and nutrition services.</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>• High School Diploma or higher</li> </ul> <p><b>Preferred Qualifications:</b></p> <ul style="list-style-type: none"> <li>• College degree in business management is preferred but not required.</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> <p><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum of three years environmental services experience with one year of experience in a team lead/supervisory position</li> </ul> <p><b>Competencies:</b> The Environmental Services Manager will demonstrate:</p> <ul style="list-style-type: none"> <li>• Maintains a clean, sanitary working environment. Complies with federal, state and local health and sanitation regulations and department sanitation procedures.</li> <li>• Follows hospital policies and procedures</li> <li>• Safe and effective operation of EVS equipment and application of supplies</li> </ul>

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- Provides effective communication with EVS Director, EVS staff and healthcare workers
- Demonstrates effective infection control practices related to equipment and supplies.
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE) when required
  - Required immunizations per Division requirements
  - Complies with Isolation precautions
  - Maintains sterile field

**References:****Document Control:**

- Created 11/22/2019

**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.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_