CONFIDENTIAL POSITION SPECIFICATION

HCA INC.
Management Engineer, East Florida Division

Position
Management Engineer, East Florida Division

Organization
HCA Inc.

Location
Ft. Lauderdale, FL (www.fortlauderdaletourismcenter.com)

Reporting Relationship
The Management Engineer will report to the Vice President, Management Engineering.

Organizational Background
HCA Inc. (www.hcahealthcare.com)
The largest hospital operator in the U.S., HCA operates about 170 acute care, psychiatric, and rehabilitation hospitals (with more than 40,000 beds) in the U.S. and abroad. It also runs about 100 ambulatory surgery centers, as well as diagnostic imaging, cancer treatment, and outpatient rehab centers that form health care networks in some communities. The company operates in about 20 states, with about three-quarters of its hospitals located in the southern U.S. (about 70 are in Florida and Texas). HCA International operates six hospitals in the U.K. In 2006, a group of investors took the company private in a $30 billion leveraged buyout.

East Florida Division
In Florida, there are 40 hospitals and 28 surgery centers, three division offices, and multiple other service facilities affiliated with HCA that employ close to 40,000 individuals.

HCA affiliated facilities in East Florida are a part of a quality healthcare network in East Florida and the Treasure Coast with 12 affiliated hospitals, six surgery centers, one integrated regional lab and one consolidated service center. Together, the network employs more than 12,500 individuals and has close to 6,000 physicians on staff.

Position Summary
The Management Engineer will serve as support staff to division and hospital management, staff, and teams in the areas of process improvement, productivity standards development, organizational development, performance monitoring, resource allocation, scheduling, and statistical analysis. This position requires an individual who is a self-starter, has the ability to manage multiple priorities, work with only general supervision on assigned projects and activities, demonstrates tact and diplomacy in situations of conflict and controversy and demonstrates excellent communication and presentation skills.

Specific Responsibilities
The duties of the Management Engineer include, but are not limited to:

- Analyzes all aspects of hospital operations for potential improvement opportunities. Designs and recommends processes, systems, procedures, and operational changes to increase efficiency and effectiveness. Assists in the establishment of operational work measurements and staffing standards. Performs daily monitoring of productivity systems and analysis of variances.

HODGES PARTNERS
- Works with the division and hospital management, departmental and interdepartmental staff in identifying operational problems and inefficiencies, assists in the development and evaluation of alternatives and improvements, and assists in the establishment of implementation plans.
- Serves as a technical advisor and analyst to hospital management and teams on the use of process improvement tools and techniques, analytical techniques, and statistical applications.
- Develops and maintains productivity standards for hospital activities to be used in determining and evaluating staffing patterns, personnel utilization, and required costs. Utilizes PLUS data for establishing and/or evaluating staffing patterns, personnel utilization, and required costs. Recommends staffing levels and skill mix distribution based on developed standards and comparative information, as appropriate.
- Uses the HCA Benchmark system to assist departments in productivity and cost improvement.
- Supports labor management educational programs developed by HCA.
- Proactively monitors employee schedules to ensure posted schedules meet forecasted demand.
- Performs other duties as assigned.

Candidate Qualifications

- KNOWLEDGE, SKILLS AND ABILITIES:
  - Minimum six years experience in the health care industry with emphasis on process improvement activities and productivity systems.
  - Analytical ability to gather, organize and interpret data, to identify discrepancies, problems or issues, to obtain advice when precedents are unclear or unavailable.
  - Communication and/or interpersonal skills for routine contacts with internal and some external customers/stakeholders to discuss primarily factual information. Discretion and conflict resolution skills are exercised, primarily with people within the unit/function. Courtesy and listening skills are required for interactions with various operating unit personnel. The ability to read and comprehend procedures and technical literature in specific functional area are necessary.
  - Knowledge of Industrial Engineering principles such as work flow analysis, statistical analysis, work simplification, time standard and staffing analysis, and process improvement techniques as they apply to healthcare management system processes and operations.
  - Proficiency in the use of a personal computer with knowledge of various software applications including word processing, database, spreadsheets, and SPC software.
  - Excellent written and verbal communication and presentation skills.

Education

Bachelor's degree in Industrial Engineering, or Health Systems Engineering, and Masters degree in industrial engineering, business, healthcare administration or related field is required.

Compensation

HCA offers a comprehensive and competitive compensation package commensurate with the candidate’s experience and qualifications.
For more information, contact:

Jannah Hodges, Partner
Hodges Partners
214-902-7901 (office)
214-769-4071 (cell)
jannah@hodgespartners.com

Leslie Lucks
Hodges Partners
214.890.0751 (office)
214.577.8662 (wireless)
llucks@hodgespartners.com