For more than five decades, the Children’s Center for Cancer and Blood Diseases (CCCBD) has been saving children’s lives and working to increase cure rates through innovative clinical care and research programs, academic excellence and global leadership. It is the largest pediatric hematology-oncology program of its kind in the western U.S. In 2016, U.S. News & World Report ranked the CCCBD the top pediatric hematology-oncology program in California and No. 7 in the nation. Our Center has been continuously ranked in the top ten every year since the rankings were launched in 2008.

Leadership
Alan S. Wayne, MD, is Director of the Children’s Center for Cancer and Blood Diseases and Head of the Division of Hematology, Oncology and Blood and Marrow Transplantation at Children’s Hospital Los Angeles; Professor of Pediatrics at the Keck School of Medicine of the University of Southern California (USC); and Associate Director for Pediatric Oncology at USC Norris Comprehensive Cancer Center.

Primary Programs
- Oncology
- Hematology
- Blood and Marrow Transplantation
- Research

Additional Programs
- Surgical Oncology
- Radiology
- Pathology
- Full complement of pediatric and surgical subspecialties

The Numbers (2015/2016)
- 51 faculty; more than 550 staff members
- 1,660 new patients
- 32,888 outpatient visits
- 6,090 unique patients
- 195 Active clinical trials
- 1,214 clinical trials enrollments

Facilities
- 62 inpatient beds in the Marion and John E. Anderson Pavilion, 14 of which are in the Bone Marrow Transplantation Unit
- 41 stations in the Infusion Center
- Freestanding Pediatric Radiation Oncology Unit
- 38,000 square feet of lab and research space

Survivorship and Supportive Care Services
- LiFE Cancer Survivorship and Transition Service
- HOPE Behavioral Health, Neuropsychology and Education Service
  - Psychology
  - Neuropsychology
  - Teen Impact
  - School Transition and Re-entry (STAR)
  - HOPE Resource Center

Research
The Children’s Center for Cancer and Blood Diseases conducts extensive research from the “bench to the bedside” and participates in 195 clinical trials with 1,214 enrollments annually. Last year’s active research awards totaled $29.8 million, more than $10.2 million of which came from the National Institutes of Health.

Headquarters for leading international pediatric consortia:
- New Approaches to Neuroblastoma Therapy (NANT)
- Therapeutic Advances in Childhood Leukemia/Lymphoma (TACL)
- Pediatric Blood and Marrow Transplant Consortium (PBMTC)
- Children’s Hospital Acquired Thrombosis Network

Members of major clinical trials consortia:
- Children’s Oncology Group (COG)
- COG Phase 1 and Pilot Consortium
- Pediatric Brain Tumor Consortium (PBTC)
- Pacific Pediatric Neuro-Oncology Consortium (PNOC)
- Collaborative Ependymoma Research Network (CERN)
- Neurofibromatosis Consortium
- Sarcoma Alliance for Research Through Collaboration (SARC)
- Sunshine Pediatric Cancer Foundation
- SunCoast Community Clinical Oncology Program
- Primary Immune Deficiency Treatment Consortium
- Center for International Blood and Marrow Transplantation Research (CIBMTR)
- Childhood Cancer Survivor Study (CCSS)
- North American Pediatric Aplastic Anemia Consortium
- Mount Sinai Acute GVHD International Consortium
- Federally Designated Hemophilia Treatment Center
- American Thrombosis and Hemostasis Network

Education
The Center hosts a pediatric hematology-oncology fellowship accredited by the Accreditation Council for Graduate Medical Education (ACGME) and postgraduate subspecialty fellowships in blood and marrow transplantation, coagulation, neuro-oncology and adolescent and young adult oncology. Programs for general and subspecialty pediatric residents, radiation oncology residents, medical students and behavioral science trainees (neuropsychology, psychology, and social work) are also offered.
Job Title: Administrative Director, Children’s Center for Cancer and Blood Diseases  
Job Code: 000877  
Patient Care Provider? Yes ( ) No ( )  
Salary Grade:  
Exempt/Non-Exempt Status: Exempt  
Department/Division: Children’s Center for Cancer and Blood Diseases  
Reports to: Senior Vice President/Chief Administrative Officer and Children’s Center for Cancer and Blood Diseases Director/Division Chief  

Job Purpose and Summary: The Administrative Director of the Children’s Center for Cancer and Blood Diseases works in close partnership with the Center Director/Division Chief and is responsible for all aspects of Center business development, strategy, operations, financial management, education programs and research administration in collaboration with Center’s medical leadership and hospital leadership. The Administrative Director is responsible for ensuring the professional development of all faculty and staff (nursing, technical, administrative and support personnel), ensuring patient and staff satisfaction, and collaborating with medical leadership on high quality and financially viable care delivery models.

<table>
<thead>
<tr>
<th>Duties and Responsibilities (In order of importance)</th>
<th>% Time Spent</th>
<th>Essential Function Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates behaviors in concert with hospital mission, values, policies, &amp; procedures. Identifies effective processes to ensure a safe environment for patients, families, and self.</td>
<td>40%</td>
<td></td>
</tr>
</tbody>
</table>

**Clinical Operations**

- Consistently evaluate and build service line infrastructure to accommodate growing and changing demands of the program. Establish feedback loop for the service line so opportunities are seized, issues are resolved, and consistency is ensured.  
- Enhance the service line profile by emphasizing physician expertise, excellence in outcomes, and emphasis on current technology and care processes.  
- Build integrated clinical systems with ancillary departments (e.g. laboratory, radiology, and anesthesiology) to support day-to-day Center operations.  
- Enhance relationships with CHLA leaders in ancillary services and undertake process improvement initiatives to ensure quality service is provided.  

**Financial Responsibilities**

- Develop and monitor hospital operating and capital budgets, center research budgets, and medical group budgets for Hematology-Oncology, Radiation Oncology and BMT.  
- Oversee and coordinate fiscal activity of the clinical and research operations, including review of monthly financial and productivity reports. Review costs take necessary steps to keep costs commensurate with the Center’s objectives.  
- Monitor Dashboard. Initiate appropriate follow-up to continuously monitor patient care volume and associated billing and collection activity.
### Administrative Responsibilities

- Work with the Center Director/Division Chief and Nursing Director to ensure optimal utilization of space, equipment, materials and human resources. Maximize use of available facility resources.
- Provide project management expertise. Orchestrate reengineering process to improve efficiency and enhance patient, provider and research faculty satisfaction.
- Develop long-range needs and hiring priorities for staff to meet the needs of the Center.
- Ensure overall operation is in compliance with policies and all relevant Federal, State, and local regulatory agencies, and TJC standards.
- Implement decisions, policies, and procedures made in collaboration with Center leadership.
- Ensure proper implementation of HR policies and performance standards are established, periodically reviewed, and maintained.
- Manage clinical research activities, grant administration, personnel and annual report.
- Develop and implement clinical research compliance standards.

### Strategic Planning/Business Development

- Identify priorities to achieve established strategic goals. Monitor and report on progress of these initiatives.
- Develop the Center Programs by raising visibility of services, increasing market penetration, growing revenue and referrals, and integrating all facets of the program and its operations. Synchronize services across the care and research continuum. Improve program infrastructure to remove any roadblocks that have inhibited growth.
- Orchestrate network development activities throughout LA County and Southern CA.
- Participate in hospital planning activities and develop strategies for patient services that are consistent with the organization’s mission, vision and values. Align Center priorities to CHLA strategic planning initiatives.
- Explore growth opportunities and integrate physician group acquisition.

**Demonstrates behaviors that support performance improvement activities.**

**Maintains competence and professional development. Maintains license, certification or registration as required.**

**Performs other duties as requested.**
## Job Title: Administrative Director, Children’s Center for Cancer and Blood Diseases

### Job Title: Administrative Director, Children’s Center for Cancer and Blood Diseases  
### Job Code: 000877

### ESSENTIAL FUNCTIONS:
Tasks or areas of responsibility that are fundamental to the job, excluding all tasks that are marginal or non-essential and/or could be reassigned. The following statements support the designation of a function as ESSENTIAL. If none of these apply, the function could be reassigned.

1. The performance of this function is the reason that the job exists.
2. There are limited employees among whom the performance of this function can be distributed.
3. This function occupies a great deal of the employee's time.
4. This function is highly specialized. Employees are hired for the skills/ability to perform this function.
5. Failure to perform this function may have serious consequences.
6. The function was performed by past employees, and is performed by current employees.

### Equipment/Machines Used: PC

### Titles and Number of Employees Supervised:
8 direct reports at the management level, including: Clinical Operations, Clinical Trials, Nursing, Finance, Personnel/Payroll, and Fellowship Training.

### Working Conditions/Physical Demands:
As Patient Care Provider, Provides Care For:
- Neonate
- Toddler
- Adolescent
- Infant
- Preschool
- Young Adult
- School Age
- Adult

### Minimum Education/Training Required:
A Master’s degree in Health Care Administration, Business Administration, or related field or equivalent experience is required.

### Minimum Experience Required:
- Seven years’ experience in a leadership role in healthcare administration.
- Operations management experience in high volume, tertiary or academic medical center.
- Strategic planning and/or business development experience.
- Comprehensive business development and program administration knowledge in health care administration. Service line experience preferred. Experience with program planning, implementation, evaluation, budget preparation/management, and partnerships with physician.
- Solid financial skills, including ability to oversee budget process and financial planning.
License, Registration or Certification Required:

Knowledge, Skills and Abilities Required:

The preferred candidate will be a bright, seasoned and highly qualified administrative leader who has the ability to manage a complex, multidisciplinary operation while possessing patience, self-confidence, and communication skills necessary to work with the clinical, research and administrative staff as well as faculty members of the Center. The successful candidate will be a leader with the ability to adopt the vision of the Center.

Candidate will have demonstrated superb interpersonal and communications skills, including: ability to communicate clearly and effectively; and establish a professional, trust-based relationship with all levels of management. The candidate of choice will demonstrate an ability to work in teams and facilitate group consensus across a multitude of stakeholder groups.

<table>
<thead>
<tr>
<th>Manager</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Date</td>
</tr>
<tr>
<td>Vice President</td>
<td>Date</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Review (Print Name)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Review (Signature)</td>
<td>Date</td>
</tr>
</tbody>
</table>