

# BIG SOUTH FORK MEDICAL CENTER

<b>Job Title:</b> Chief Nursing Officer- Hospital	<b>Dept. Number/Title:</b> Nursing Administration- Hospital
<b>Job Code:</b>	<b>Title Reporting To:</b> Hospital Administrator
<b>FLSA Status:</b> Exempt	<b>Effective Date:</b> 01/09/2017
<b>Department:</b> Nursing Administration	<b>Department Head:</b> Hospital Administrator

**Job Purpose:**

The Director of Nursing is responsible for planning, directing, controlling and evaluating the activities, functions, and personnel of all nursing units to ensure delivery of high quality patient care. Provides patient care/services for all stages of the lifespan including pediatrics, adolescents, adults and geriatrics.

Exemplifies the BSFMC Standards of Behavior and Code of Conduct, while striving to identify compliance risk through department led risk assessments, system monitoring, and periodic audits and reporting any identified violation. Ensures immediate action is taken on any issues identified; that policies are developed or revised as necessary; and the efforts are made to ensure a positive and compliant work environment for all employees.

**Accountabilities:**

- I. Directs the department activities, functions and management of personnel of the department to ensure that quality nursing care is provided according to the BSFMC mission, Nursing objectives, and all internal/external regulations, policies and procedures.
- II. Ensures appropriate staffing levels and mix to achieve and maintain effective nursing care.
- III. Implements and ensures the consistent effort toward quality improvement.
- IV. Ensures effective leadership in nurse managers to facilitate optimal quality of work life for staff.
- V. Participates in development of patient care programs to ensure effective implementation that is responsive to patient care needs.
- VI. Communicates effectively through the organizational structure.
- VII. Each employee is evaluated and records are maintained on competency of performing their duties including the specific job; effective and safe use of equipment; disaster preparedness training; prevention of contamination and transfer of infection when applicable; disaster training; CPR and other life saving interventions when applicable.

**Major Work Activities:**

- VIII. Responsible for the assessment, treatment or care of patients by demonstrating competency in the following as appropriate; clinical knowledge, clinical skills, and communication skills to the ages of the patients served.
- I.1 Interpret and implement BSFMC mission, nursing and hospital objectives.
  - I.2. Ensure provision of nursing care consistent with Tennessee Nurse Practice Act.
  - I.3 Participate in the development and achievement of nursing strategic plan.
  - I.4 Direct the planning, development and implementation of staffing, capital and expense budgets. Review budget performance variances and ensure appropriate action is taken.
  - I.5 Collaborate with Personnel to recruit and/maintain staff.
  - II.1 Prepare and forecast staffing plans. Monitor utilization of staff resources against budget projections, volume and acuity indicators.
  - II.2 Identify and implement nursing practice models appropriate to patient care needs.
  - III.1 Assures compliance with hospital and skilled nursing care policies and other regulatory agencies to include state, federal and DNV. Monitor and evaluate clinical, operational and administrative performance in areas of appropriateness, effectiveness, competence, responsiveness and compassion.
  - III.2 Ensure the existence and utilization of a meaningful quality improvement monitoring system that addresses quality and appropriateness of care delivered.
  - III.3 Analyze trends and patterns in clinical and financial performance of resource utilization.
  - III.4 Actively participate on assigned task force groups.
  - III.5 Participate in development of policies and procedures affecting nursing staff.
  - IV.1 Recruit, orient and develop nurse managers.
  - IV.2 Communicate consistent standards of performance, responsibility and accountability to nurse managers.
  - IV.3 Implement performance feedback measures, formal and informal to improve leadership behavior consistent with the management philosophy of the department of Nursing.
  - IV.4 Motivate staff by demonstrating a highly visible, effective, and articulate advocate style for nursing.
  - IV.5 Establish staff development activities to maintain quality staff.

## **Major Work Activities: (Continued)**

- V.1 Identify changes and trends in the nursing profession and healthcare and integrate these into planning.
- V.2 Collaborate with other departments and educational resources in planning and organizing the implementation of new programs.
- VI.1 Promote and maintain harmonious relationships among personnel supervised, medical staff, patients and other departments.
- VI.2 Monitor, evaluate and identify opportunities and problems in patient care and resource utilization and work effectively with appropriate medical, professional and administrative staff to develop strategies to address.
- VII.1 Completes competency checklist annually or more often as required by department policy.  
Participates in disaster drills.
- VIII.1 Demonstrates knowledge of disease processes; diagnostic tests, normal and abnormal; treatment modalities and expected outcomes; psychosocial needs of various age groups; growth and development of infants, children and adolescents; the aging processes, associated complicating factors and behaviors.
- VIII.2 Able to demonstrate ability to complete tests, procedures or tasks normally required of position; can appropriately document patient responses; physical, emotional, verbal and non-verbal; recognizes and functions accordingly in relation to priorities of patient needs.
- VIII.3 Demonstrates ability to obtain information from patient/ family; can explain tests, procedures or tasks to various age groups appropriate to their level of comprehension; demonstrates ability to communicate patient needs to physician and clinical peers.

This Job Description is an overall statement of major accountabilities and duties performed by incumbents in this position. The incumbent may be requested to perform other position-related duties other than those described in this description.

## **Job Specifications**

### **Minimum Level Qualifications**

#### **Education:**

Graduation from an accredited School of Nursing.  
Post Graduate Degree in nursing or related field (Healthcare or Business Administration) preferred.  
Or Knowledge and skills associated with an advanced degree  
Or A written plan to obtain these qualifications

#### **Experience:**

Three or more years of progressive experience in nursing management positions.

#### **Licensure, Certification, and/or Registration:**

Current Licensure to practice as a Registered Nurse in this state.

**Skills and Qualifications:**

- (1) Communication skills including verbal, non-verbal, and listening skills.
- (2) Strong fiscal management skills.
- (3) Demonstrated commitment to team effort, professional nursing practice and education.
- (4) Ability to work in a collaborative management team.

**Other Special Characteristics:**

- 1) Organizational/management insight.
- 2) People skills - a warm, caring, approachable style.
- 2) Ability to assess and react to situations.
- 3) Must be motivated and work independently.
- 4) Must be flexible with work schedule (attend night meetings).
- 5) Must be able to perform at a fast pace and/or stressful environment.
- 6) Ability to listen and maintain confidentiality.

*Always present yourself professional with a happy, friendly attitude*

*I have received, reviewed and fully understand the job description for Chief Nursing Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

\_\_\_\_\_  
**Hospital Administrator**

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

Form Number	Origination Date	Revision Date	Obsolete Date	Review Date
				03/01/2018 js