

POSITION DESCRIPTION - Director/Manager	
Employee Name:	
Position Title:	DIRECTOR OF NURSING
Position Code:	
Department Name:	INPATIENT UNITS
Department #:	
Reports To:	ADMN – VICE PRESIDENT - CNO

All Job requirements listed indicate the minimum level of knowledge, skills and ability necessary to perform the job proficiently.

Position Summary
Responsible for the 24 hour day-to- day operation and management of all assigned clinical areas including the supervision and leadership of management and staff personnel and the management of fiscal and material resources. Assures areas of responsibility comply with all State and Federal regulations, including Title 22 and all other regulatory requirements . Functions as a liaison between administration, patients, physicians and other healthcare providers. Assists Senior Leadership with the development and implementation of new programs/projects through budget preparations, project specifications, capital investment, pricing and marketing strategies.

Essential Position Duties and Responsibilities	
Mission , Vision, Core Values and Strategic Plan:	
1.	Supports efforts to implement the Vision and Mission of the Hospital.
2.	Formulates and makes decisions within the framework of the Hospital's Vision and Mission.
3.	Models Core Values Performance Standards while building confidence in others to achieve them.
4.	Creates a culture and fosters an environment that supports the achievement of the Hospital's Core Values of Quality, Safety, Teamwork, Accountability, Integrity and Respect.
5.	Develops department goals, objectives and operations that incorporate and integrate the Mission and Values of the Hospital while supporting the Hospital's strategic plan.
Business Planning:	
1.	Establishes strategic plan, sets goals and achievable target dates; implements strategies

	to meet the targeted goals.
Financial Management:	
1.	Operates department within budget guidelines. Participates in proactive financial management, cost benefit analysis and evaluates alternatives thoroughly before submitting requests.
2.	Understands and supports financial goals and objectives of the hospital while developing the department's staff's understanding of their role in supporting the department's budget.
3.	Actively seeks out and implements methods to control costs and identifies cost reduction strategies; improve process, lower cost and improve value of patient care products.
Labor Management:	
1.	Develops and designs staffing plans using appropriate mechanisms to maximize skills.
2.	Develops and implements plans to cross-train staff to maximize productivity and skill development.
3.	Defines productivity goals for the department.
Competence:	
1.	Demonstrates and applies knowledge, skill and ability in the area of expertise to fulfill operating requirements.
2.	Stays current with healthcare industry technical/legal/regulatory changes through training and development.
Leadership/Management:	
1.	Supports and complies with the Hospital's policies and procedures.
2.	Deals effectively with diversity, creates a work environment that optimizes the ability of diverse groups working together effectively and manages all staff equitably.
3.	Anticipates and responds effectively and proactively to unforeseen conditions by recognizing trends, establishing priorities, coordinating projects, resources and implementing plans.
4.	Maintains a high level of productivity and delegates appropriately to meet deadlines.
5.	Establishes a climate of collaboration, trust, respect and teamwork by setting department guidelines, defining and communicating expectations and assisting staff in the achievement of outcomes.
6.	Ensures that staff is accountable for meeting department goals and objectives. Provides ongoing feedback on performance indicators.
7.	Develops and implements policies and procedures that guide and support the provision of services.
8.	Ensures that new staff receive departmental orientation.
9.	Provides opportunities for in-service and continuing education.
10.	Contributes to the ongoing assessment of competency of staff within the department and identifies competencies that need further development or growth.
11.	Identifies and recommends resources for department operations.
Collaboration/Communication:	

1.	Collaborates and fosters efforts that demonstrate commitment to the Hospital's Mission, Core Values and strategies to achieve goals.
2.	Ensures problem resolution by bringing individuals with different opinions together and encouraging the positive expression of their views.
3.	Encourages open communication between management and staff and maintains a plan for ensuring consistent communication within all departments and shifts.
4.	Encourages teamwork and collaboration to achieve the best results in operational improvements. Demonstrates progress in meeting customer service, quality, financial and productivity goals.
5.	Ensures that all staff understand and meet the department's goals and objectives.
Customer Service:	
1.	Creates a workplace setting aligned with the hospital's vision of an ideal patient-centered environment, where staff maintains the highest standards of conduct and service.
2.	Ensures that staff demonstrate behavior based on Core Values Performance Standards in all customer interactions.
Quality and Performance Improvement:	
1.	Establishes a department quality improvement plan based on the Hospital's Quality Imperative Strategy.
2.	Develops department's quality indicators and measurements according to the hospital's guidelines.
3.	Assesses and monitors department's performance on an ongoing basis.
4.	Allocates resources, demonstrates improvements and maintains a quality improvement program.
Human Resources Management:	
1.	Determines qualifications and competence of department staff providing patient care and other services.
2.	Recruits and retains competent staff in accordance with the staffing needs of the department and Human Resources policies and procedures.
3.	Ensures adherence to Human Resources policies and procedures.
4.	Sets performance standards, expectations and guidelines using current, valid job descriptions and provides an ongoing assessment of competency and performance.
5.	Ensures that all performance evaluations are completed no later than 30 days after the due date.
6.	Creates a culture that fosters staff satisfaction, individual motivation and high levels of performance and quality service.
7.	Coaches for improved performance and involves staff in setting realistic goals and objectives.
8.	Fosters an environment of staff development and growth by providing orientation, in-service training and continuing education.
Organizational Effectiveness:	
1.	Ensures that standards of accrediting/licensing agencies that impact the department are

	met.
2.	Participates with colleagues on hospital committees that assist the organization in achieving its objectives.
3.	Develops strategies and actions that promote customer service to internal and external customers.
Risk Management:	
1.	Promotes cooperative involvement of staff in all risk management activities and investigations.
Information Management:	
1.	Ensures that staff maintain the confidentiality of patient/hospital information and data.
Patient Safety:	
1.	Promotes a Culture of Patient Safety and ensures that staff adhere to the hospital's Patient Safety Program and plan.
Environment of Care:	
1.	Ensures that the delivery of services reflects efficient and effective utilization of resources.
2.	Ensures the use of safety, infection prevention and control policies/procedures and personal protection equipment.
Job Specific Duties:	
1.	Unit/Department Rounding: <ul style="list-style-type: none"> • Completes daily rounding on one to two patients. • Completes daily rounding on one to two employees to provide support and remove barriers.
2.	Strategic Planning: <ul style="list-style-type: none"> • Develops and builds strategy related to operations and finance on a continuous basis. • Develops and builds program development and strategic plan on a continuous basis.
3.	Develops, analyzes and monitors quality initiatives and sustainability on a continuous basis.
4.	Monitors and ensures department specific program compliance and regulatory compliance.
5.	Ensures survey preparedness and readiness.
6.	Reviews and develops clinical and operations policies in areas of responsibility.
7.	Actively seeks ongoing communication/follow-up with physicians regarding processes, complaints and concerns.
8.	Provides follow-up action on incident reports and official grievances.
9.	Provides approval & presents final employee counseling.

Minimum Qualifications
<p>Licensure and Certification:</p> <ul style="list-style-type: none"> • Current California RN License • Current BLS provider card
<p>Education:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Nursing • Master’s degree in Nursing or related field • Membership and/or certification in Professional Organization
<p>Experience:</p> <ul style="list-style-type: none"> • Minimum of five (5) years’ experience in a clinical management or administrative capacity.
<p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • State and Federal regulations, including Title 22 and all other regulatory requirements. • Effective oral and written communication skills; budgeting principles and procedures; analytical skills and system analysis. • Knowledge of supervisory theories, principles, practices, techniques and methods. • Ability to manage staff and change through collaborative and positive leadership skills. • Ability to work collaboratively with multidisciplinary team members, hospital staff, physicians and patients. • Demonstrated ability in interpersonal relationships which enhances communication, promotes conflict resolution, and facilitates staff development. • Skill and knowledge to sustain and evaluate clinical competence for the specific age and type of patient population served.
<p>Equipment:</p> <ul style="list-style-type: none"> • Basic computer skills with knowledge of Microsoft Office software use. • Basic knowledge of department’s equipment use/functions. • Knowledge of purchasing needs & selections for equipment.

Employee Acknowledgement

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all duties, responsibilities or requirements.

I have read and understand this position description.

Employee Signature

Date

Director/VP Signature

Date

6/8/2018

Human Resources Representative

Date of Review/Revision