



## Job Description

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**JOB TITLE: Chief Nursing Officer**

**REPORTS TO:** Chief Executive Officer

**SUPERVISES:** All departments and services assigned.

**COORDINATES WITH:** Administrator/CEO, Chief Financial Officer, and all ancillary department managers

**PURPOSE:** Manages and coordinates all patient care activities in I-70 Community Hospital serves as member of the executive management team.

### **PRINCIPAL RESPONSIBILITIES:**

#### **Department Management**

- Works as member of executive management team to establish and maintain long-range strategic plans and coordinates all departments to develop annual objectives and work plans.
- Coordinates, monitors and reviews progress with all department managers on a monthly basis.
- Works closely with the Chief Operating Officer to provide for effective operations and to implement the human resources plan.
- Assists CEO in developing and monitoring the I-70 Community Hospital annual budget and periodically monitors and reviews all department expenditures.
- Reviews the monthly department budget reports and works with the Chief Financial Officer to provide for effective cost-control measures facility-wide.
- Participates in the I-70 Community Hospital strategic planning process and coordinates with all Patient Care Services departments and services that goals and objectives are related to the overall goals and objectives of I-70 Community Hospital and management operations meet professional health care management and regulatory standards.
- Maintains that Patient Care Services policies, procedures and standards of practice are in writing and current. Policies and procedures shall provide for the collaboration of Patient Care Services personnel with members of the Medical Staff and other health care disciplines regarding patient care issues.
- Attends appropriate medical staff and governing body meetings as necessary.
- Regularly attends monthly department manager meetings and communicates information to all department staff.

#### **Staff Supervision**

- Accountable for the selection, promotion and termination of all nursing and other assigned personnel under the authority of Patient Care Services according to I-70 Community Hospital human resource policies and procedures subject to the overall approval of the Administrator/CEO. Is familiar with and monitors that all Patient Care Services employees understand and follow I-70 Community Hospital human resource policies and procedures.

- Coordinates the process to develop and utilize a methodology, which ensures adequate nurse staffing that will meet the needs of the patients. At a minimum, on duty at all times, there shall be a sufficient number of registered professional nurses to provide patient care requiring the judgment and skills of a registered professional nurse and to supervise the activities of all nursing personnel. There shall be sufficient licensed and ancillary nursing personnel on duty on each nursing unit to meet the needs of each patient in accordance with accepted standards of nursing practice.
- Maintains a process whereby all new Patient Care Services employees are oriented to their functions, responsibilities, department and facility. Provides that employees follow orientation procedures outlined in the I-70 Community Hospital human resource policies by assigning orientation to health team members and scheduling for hospital wide orientation.
- Coordinates meetings at intervals necessary for leadership to communicate management information.
- Responsible for the ongoing education, training and professional development of self and all Patient Care Services employees through attendance at in-services and other appropriate education and training. Establishes and maintains annual professional development objectives for all department staff including self.
- Appraises performance of all Patient Care Services employees on at least an annual basis, or more often, as required by I-70 Community Hospital human resource policies and procedures. Mentors and monitors employees so they are able to perform at their optimal level of competence and assists employees in overcoming obstacles to such performance.
- Responsible for employee discipline to monitor all Patient Care Services employees are treated fairly and equitably. Addresses in a timely manner all employee performance and disciplinary problems according to I-70 Community Hospital policies.

### **Department Service Operations**

- Establishes and continually monitors performance standards, productivity, and quality of nursing departmental management performance to assure that such management is in conformance with requirements for federal, state, and local legal and regulatory requirements and certification standards.
- Serves as the primary liaison to the physician staff from Patient Care Services to provide for smooth coordination and working relationships between the facility and physicians practicing at I-70 Community Hospital.
- Provides that Patient Care Services departments and their functions and activities are integrated into the I-70 Community Hospital overall service delivery process. Identifies interdepartmental service problems as they occur and facilitates the resolution of problems as appropriate.
- Assures i-70 Community Hospital standards of corporate compliance, discharge planning, HIPAA, safety, performance improvement, infection control, utilization review and patient rights are maintained. Provides for the protection and security of patients and staff.

### **Patient/Professional Relations**

- Establishes and maintains effective communication and rapport with patients, patients' families, and staff of I-70 Community Hospital.
- Answers questions and requests for information from persons outside the department and either provides the requested information or directs them to the appropriate information source in a timely manner.



### **Documentation and Maintenance**

- Ensures equipment is in proper working order at all times, responsible for preventive maintenance on all assigned equipment, and may perform simple and routine repair of equipment. Informs supervisor of major maintenance and repair needs for equipment.
- Maintains appropriate levels of supplies and materials needed on a daily basis. Follows department policies and procedures in ordering re-supply of materials.
- Maintains appropriate records and documentation of procedures according to department policies and procedures, and ensures that all relevant information is noted to maintain the integrity of patient records.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Graduation from an accredited 4-year school of nursing or equivalent experience, current/valid Missouri State Nursing License. A Master's in Nursing with an emphasis in administration preferred.
- Five years nursing experience in a hospital setting with at least two years experience in supervision and management of RN nursing functions, or an equivalent combination of education and experience may be considered.
- Knowledge of management theories and practices and ability to put knowledge into effective practical application. Basic understanding of methods and techniques for managing other supervisors / managers and of hospital finance and budgeting and ability to assist department supervisors / managers in planning and budgeting.

### **ESSENTIAL PHYSICAL FUNCTIONS OF THE POSITION:**

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| A. Stand for up to two hours at a time      | G. Lift up to 50 pounds                   |
| B. Bend and stoop                           | H. Push and pull heavy objects            |
| C. Lift and reposition patients             | I. Must be able to carry and hold objects |
| D. Communicate orally and in writing        | J. Must have manual dexterity             |
| E. Assist in ambulating and moving patients | K. Must be able to read and understand    |
| F. Sit for up to two hours at a time        | L. Must be able to reach above head       |

### **COBRA/EMTALA:**

I have received education on COBRA/EMTALA and I understand the hospital strives to comply with COBRA/EMTALA. I further understand any employee who comes in contact with a person who may have an emergency medical condition will direct and escort (if possible) the person to the Emergency Department.

### **Corporate Compliance Statement:**

I agree to comply with the Corporate Compliance Policy and the Statement of Commitment to Corporate Compliance. I understand that I have a duty to report any suspected violations to my immediate supervisor, the Corporate Compliance Officer, or the Chief Executive Officer, and agree to do so if I



become aware of any violations.

**HIPAA:**

I agree that in the performance of my duties herein, I will comply with the Health Insurance Portability and Accountability Act (HIPAA) and its privacy regulations as well as the privacy and confidentiality policies adopted by I-70 Community Hospital.

**Safety:**

I support the I-70 Community Hospital Safety Program to include Fire Safety, Infection Control, and Right to Know, Lifting Safety and Patient Safety.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description.

*I understand the intent of this job description including the responsibilities, skills, knowledge and abilities, and the essential functions of this position. I further understand my responsibility concerning COBRA/EMTALA, Corporate Compliance, HIPAA and Safety standards. I do not have any limitations in meeting any of these requirements and have no further questions.*

Signature:		Date:	
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