JOB DESCRIPTION

POSITION: Director of Nursing

PAY RANGE: S Hourly/Non-exempt X Salaried/Exempt

ORGANIZATIONAL LOCATION: Nursing

BACKGROUND SCREENING: X ICPA X BCA ___None

PURPOSE OF THE JOB: Provides management of all Inpatient and Outpatient Nursing Departments. Delivers transformational nurse leadership and responsible for establishing appropriate staffing levels and work assignments. Develops performance criteria for staff and serves as an expert resource on laws, policies and operational procedures. Ensures that the operations of the inpatient and outpatient departments are consistent with BBAHC organizational standards. Inspire staff to achieve at their highest level, using their clinical and psychosocial expertise to serve our patients. Together, you will deliver support, compassion and health to those in greatest need.

QUALIFICATIONS:
1. RN, Bachelor’s Degree required with minimum of 4 years of on-going supervisory experience. Master’s Degree in Nursing preferred
2. Must be enrolled in an accredited MSN program with-in 12 months of hire.
3. Excellent written/oral communication skills, proficient in RPMS Electronic Health Record, Microsoft Word, Excel and Outlook.
4. Maintain Basic Life Support certification, Advanced Cardiac Life Support (ACLS) - required. Pediatric Advanced Life Support (PALS), Neonatal Resuscitation Program (NRP) and Trauma Nurse Core Course (TNCC) preferred.
5. Proficiency in RPMS Electronic Health Record, Microsoft Word, Excel and Outlook required.
6. TB test required.

ESSENTIAL FUNCTIONS:
1. Coordinates total nursing care and provides leadership to clinical nursing. Works to assure that nursing care at BBAHC adheres to the American Nurses Association’s Standards of Practice for professional nursing.
2. Provides clinical direction, management and support to In-Patient, Obstetric, Emergency Room, and Outpatient Departments.
3. Provides direct clinical supervision to staff and other assigned program coordinators.
4. Maintains integrity of programs ensuring quality provision of care and works cooperatively with all members of the BBAHC healthcare team.
5. Works with Chief Nursing Officer to direct and manage quality assurance and improvement activities to assure compliance with regulatory requirements and the delivery of quality services through performance improvement.
6. Works closely with Medical Staff, perspective team committee chairs and patient safety and safety committee chairs to ensure appropriate involvement in resource management efforts.

7. Works collaboratively with Chief Nursing Officer for on-going program development, evaluation, review, and improvement to promote standard of excellence for care at BBAHC. Works to set program goals and implement measures to meet corporate aim statements developed by Chief Nursing Officer and BBAHC Administration.

8. Assists the Chief Nursing Officer with community and referral development activities and outreach efforts. May occasionally make home visits and participate in community or school activities.

9. Works with Preceptors and Chief Nursing Officer to assure ongoing staff development and in-service needs are met.

10. Works collaboratively with Hospital Division Managers for on-going program development, evaluation, review, and improvement to promote standard of excellence for care at BBAHC. Works to set program goals and implement measures to meet corporate aim statements developed by BBAHC Administration. Assists the CNO in development of a comprehensive safety/quality and performance improvement program inclusive of the analysis and trending of data related to initiatives undertaken.

11. Prepares performance evaluations for Inpatient, Outpatient, and Emergency Department staff and other personnel assigned.

12. Will support, adhere to, and carry out all policies, directives, and safety procedures of BBAHC.

13. Will assist in writing, implementing and reviewing new and existing policies and procedures for the departments and will maintain an ongoing review of changing regulatory requirements that might necessitate a change in policy.

14. Works with Chief Nursing Officer to develop program budgets for departments and provides oversight for budgets throughout fiscal years.

15. Assesses patients using Nursing Assessment skills and techniques

16. Ensures proper Infection Control measures are initiated as needed based upon the patient’s assessed need.

17. Assesses and manages pain in accordance with the Physician orders and patient’s needs.

18. Provides culturally appropriate care that is in line with the Physician’s orders and patient’s cultural beliefs. Seeks clarification when/if there may be a conflict between the two.

19. Will participate and/or chair appropriate BBAHC committees.

20. Other duties as assigned.

**WORKING CONDITIONS:** Work is performed primarily in an administrative setting with laptop/cell phone resources available. Access to office space for recruitment calls and employee counseling sessions will be available. Able to work as a team member, highly organized, work well under stress and handles multiple priorities. Must be able to see, hear, speak, walk, sit, bend, kneel, and lift and carry up to 20 pounds with or without accommodation. This is a Full-Time position Attendance in accordance with the BBAHC Attendance policy is a job requirement.

**RELATIONSHIP WITH OTHERS:** Must be able to work cooperatively with all BBAHC staff, contractors, agencies, and the public.

Created: 07/19
POSITIONS SUPERVISED: All positions in the Inpatient (including OB), Outpatient, Emergency Departments, Medevac Coordinator, and SANE/SART team members.

SUPERVISED BY: Chief Nursing Officer

THIS ORGANIZATION RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

____________________________________
Employee Acknowledgement Date

APPROVED BY:

____________________________________
Chief Nursing Officer Date

____________________________________
Chief Human Resources Officer Date

____________________________________
Chief Operations Officer Date

Created: 07/19