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| Position: Director of Acute Care Services/Director of Nursing | |
| Department: Acute/Nursing | |
| Reports To: Chief Nursing officer (CNO) | |
| FLSA Status: Exempt | OSHA Exposure Category: I |
| Effective Date: 06/2015 | Revised: 10/2015 |

Job Objective: Organize, direct and coordinate the activities of the professional and support staff engaged in the direct care of patients within the inpatient and emergency setting. Interpret, implement and carryout administrative policies and procedures. Provide leadership that is consistent with the Mission, Vision, Values and ethics of Northern Rockies Medical Center.

Qualifications:

1. Graduate of nursing program at an accredited Nursing school. Bachelors of Nursing preferred. Other combinations of education and experience will be considered.
2. Current Montana Nursing License required.
3. Five (5) years nursing experience preferred.
4. No corrective action or disciplinary counseling within the last twenty-four (24) months of employment.
5. Previous nursing leadership (i.e. Charge Nurse) experience preferred.
6. Current BLS, ACLS, PALS, and TNCC or ENCP within 6 months of hire required.
7. Relevant and working knowledge of the health care environment, health care reform and care delivery systems as they apply to the clinical practices of the facility. Knowledge of critical access and rural healthcare systems.
8. Proven ability to apply critical thinking skills, decision-making and judgment through the use of contextual perspective, evidence-based practice, discrimination of the circumstances involved, the application of standards and the use of logical conclusions.
9. Ability to communicate with individuals and small groups. Proven professionalism in both verbal and written communications with the public and peers including but not limited to Nursing, Physicians, and Administration.

Job Duties:

1. Director Specific Duties
   1. Decision Making/Judgment – Ability to analyze problems or procedures; evaluate alternatives and select best course of action; use of logic and proven practices in decision making to ensure timely, effective solutions. Development, implement nursing policies and procedures in line with NRMC standards of care.
   2. Human Resources – Create a supportive department culture by fostering individual motivation, coaching and training for optimum job performance. Ability to give direction without conflict. Anticipate staff problems and take preventative measures. Analyze and respond to employee turnover taking appropriate steps to maintain high employee morale and satisfaction. Assist with completion of six (6) month and annual performance evaluations with employees on or before their due date for nursing staff.
   3. Communication – Effectively share information, build relationships and influence positive outcomes. Demonstrate good collaboration and listening skills and effective verbal and written communication skills. Independently develop and implement departmental budgets in conjunction with Chief Nursing Officer (CNO).
   4. Fiscal/Productivity – Demonstrate cost containment and financial stewardship with all resources.
2. Exhibit a demonstrated commitment to the Mission, Vision, and Values of Northern Rockies Medical Center. Maintain standards of care and adhere to organizational policies and procedures.
3. Maintain a demeanor of innovative and professional leadership, civility, teamwork and customer service while undertaking all tasks and interactions within the organization.
4. Participate in quality/performance improvement efforts. Evaluate nursing services provided and make recommendations for improvements.
5. Promote customer service and patient satisfaction through regular interaction with Physicians, Administrators, Clinical Staff, Management, and the general public in a courteous and professional manner. Provide proactive service recovery techniques.
6. Coordinate and/or develop ongoing performance improvement activities for Clinical staff and monitor nursing compliance with standards and regulatory requirements.
7. Coordinate the care of swing bed patients.
   1. Review potential patients for admission to Swing Bed from NRMC and other facilities.
   2. Responsible for developing policies and procedures regarding admission to Swing Bed, including but not limited to accepting criteria and excluding criteria.
   3. Review each admission for appropriateness of admission (or have in place clear-cut policies that can be followed if absent).
   4. Track each patient to ensure that care level remains at Swing Bed status.
   5. Anticipate need for discharge from Swing Bed and assist in making the appropriate plan of care.
8. Discharge Planning.
   1. Review charts of all in-patients for anticipated discharge.
   2. Communicate with providers regarding the status of patients and work with the providers to arrange appropriate transition of care. This include but is not limited to obtaining input for other departments and providers, such as physical therapy, the dietician, and business office in creating the discharge care plan.
   3. Anticipate potential needs of patient post discharge and arrange for such including but not limited to Home Health, Meals on Wheels, Durable medical Equipment, WIC, etc., and arrange for follow-up care with the appropriate physician or therapy mode for each patient.
   4. Anticipate potential admission to Swing Bed status or Extended Care Facility, and make appropriate arrangements.
   5. Develop care plan and communicate with all therapeutic providers to ensure a smooth transition from in-patient status to discharge. Function as a liaison between the hospital and DME companies for the procurement of equipment as needed (i.e. wound vac, wheelchair, walker, etc.).
   6. Develop policies and procedures with regards to discharge for nursing staff.
9. Ensure delivery of compassionate quality care and nursing supervision as evidenced by adequate services and staff coverage on the unit.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

* The needs of the patient come first.
* Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

* Excellence through continuous improvement in care and safety.
* Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

* Doing what is right.
* Having pride in the work we do.
* Holding ourselves accountable for efficient management of NRMC resources.

Schedule: Includes working flexible shifts, weekends, and holidays when necessary. This position requires attendance of meetings and educational classes for the purpose of staff reviews, unit staff meetings and quality improvement or clinical case review(s), required education, and certification courses.

Work Environment: Acute care hospital, professional office setting, as well as patient areas to include rooms or treatment areas. Area is well lit and ventilated. Possible exposure to marked changes in temperature, humidity, noise, as well as chemicals or hazardous materials. Personal protective equipment is provided and should be work according to policy and procedure as set forth by NRMC.

OSHA Exposure Category: (I) All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks. Use of appropriate protective measures should be required for every employee engaged in Category I tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs. Visual acuity within normal limits. Must be able to read charts, orders, notes, and office reports.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

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Employee Signature Date