

Culberson Hospital Position Description

Job Title: Assistant Chief Nursing Officer
Department: Nursing
Reports To: Administrator, Chief Nursing Officer
FLSA Status: Exempt

SUMMARY: Assist with the management and supervision of the nursing department employees and the services it provides to assure optimal standards of patient care and nursing practices are met.

QUALIFICATIONS:

- Competent in clinical skills and use of medical equipment.
- Knowledgeable in the implementation and evaluation of the nursing process and patient care standards.
- Maintain discretion and confidentiality in communications.
- Knowledge of licensing requirements, nursing practice act, statutes and rules applicable to nursing.
- Knowledgeable in the implementation and evaluation of Infection Control and Prevention Programs and Employee Health Program.
- Proficient in applicable computer software programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Function as a part of the management team; work closely with medical providers and abide by and enforce all plans and policies.
- Work closely with Chief Nursing Officer (CNO) and/or Administrator informing of any patient related issues and the coordination and resolution of the issues.
- Assist CNO with scheduling to assure all shifts are adequately staffed.
- Monitors effectiveness of the quality assurance program of the department and makes changes as indicated; collects and trends data.
- Work with CNO to identify and resolve department deficiencies with implemented correction plans.
- Function as a nursing resource for hospital personnel, medical staff and outside agencies.
- Assists in formulating and implementing in-service education objectives and monitoring educational needs of the nursing staff.
- Assist in coordination of nursing service activities with other departments.
- Assist with the preparation of the department budget and monitor the utilization of approved budgeted resources including maintaining staffing patterns within budget guidelines.
- Assists CNO with purchase of supplies and equipment as needed to support department operations.
- Assures proper handling and emergency care of patients, visitors, and employees involved in accidents while in the building or on the job.
- Provides service directly to patients while maintaining a positive patient relations atmosphere.

- Interacts with patients, family members, medical staff members and other department managers.
- Assist with utilization review and case management.
- Coordinates community services and educational activities.
- Assist in the department hiring, orientation, supervise, counsel, evaluate, discipline or terminate personnel using organizational guidelines and departmental goals and objectives per hospital policies.
- Develop, maintain and interpret department policy and procedures.
- Maintain positive and effective working relationships within nursing and allied health staff, medical staff, and all other hospital departments.
- Ensure accuracy, consistency and uniformity of data recorded on the patient's medical records.
- Collaborates with EMS supervisor to ensure all EMS policies and procedures are current and up to date.
- Collaborates with EMS supervisor to ensure EMS staff receives proper training and education to perform their job.
- Prepares EMS schedule, approved by the CNO/CEO to assure all shifts are adequately staffed.
- Collaborates with Swing Bed Coordinator to ensure Swing Bed policies and procedures are current and up to date.
- Oversight of Swing Bed program to assure compliance with all COP's.
- Schedule and participate in Interdisciplinary meetings if Swing Bed Coordinator is unavailable.
- Oversight of Trauma Program to assure compliance with all requirements.
- Collaborate with Trauma Program Manager to ensure Trauma policy and procedures are current and up to date and hospital following Trauma Level IV Essential Criteria. If no Trauma Program Manager is identified, must function as Trauma Program Manager.
- Administrative and clinical call as scheduled by CNO and/or CEO.
- Function as ED or Floor Nurse as scheduled and/or needed.
- Miscellaneous duties as assigned requested and/or required.

EDUCATION and/or EXPERIENCE:

- Current Registered Nurse licensure
- Entry Level Degree or Diploma in Nursing, Masters degree in nursing or health related field preferred
- Basic Life Support (BLS) certificate
- Advanced Cardiac Life Support (ACLS) certificate
- Trauma Nursing Core Course (TNCC) certificate
- Pediatric Advanced Life Support (PALS) certificate **OR**
 - Emergency Nursing Pediatric Course (ENPC) certificate
- Neonatal Resuscitation Program (NRP) certificate, preferred
- 2 to 4 years of recent progressive experience preferred
- CPR instructor preferred

LANGUAGE/READING SKILLS:

- Must be able to communicate verbally and in writing in English.

MATHEMATICAL SKILLS:

- Competent in dosage calculations.
- Basic statistical concepts.

REASONING ABILITY: Responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

WORK ENVIRONMENT: Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Frequently be able to lift 25 pounds from the floor to waist level and may occasionally be required to assist moving adult patients. Specific vision abilities include close vision and the ability to clearly focus vision. Specific hearing abilities using the stethoscope for breath sounds and Korotkoff sounds.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date