

JOB DESCRIPTION

Job Title: Director of Nursing

Department: Nursing

Reports To: Medical Director for clinical matters, VP Operations for administrative matters

FLSA Status: Exempt

Position Summary: The Center's Director of Nursing is the chief nurse at the Center. Responsible for delivery of quality medical care to patients of the Center, the Director of Nursing functions as a member of the multi-disciplinary health care team within the scope of his or her license, but also oversees the nursing staff and provides direction regarding nursing care at the Center.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

DUTIES AND RESPONSIBILITIES

1. Provides clinical services and/or ensures that clinical services are covered by staff nurses.
 - a. Maintains clinical expertise and competency (to include age specific competency) as well as demonstrates thorough knowledge of procedures to deliver quality primary health care.
 - b. Documents delivery of health care and nursing process in accordance with the Center's policies and procedures in a timely, accurate, and consistent manner.
 - c. Educates the patient and family/significant others about diagnosis and the plan of care. Acts as a resource for facilitating communication when necessary.
 - d. Coordinates the delivery of patient care provided by the health care team.
 - e. Interacts with health center personnel and assists providers to ensure optimal patient care, to obtain optimum patient flow and increased patient satisfaction.
 - f. Identifies and responds promptly to changes in patient's condition and/or clinic environment.
 - g. Coordinates and delegates the timely processing of patient referrals, prescribed medications, and other identified needs of the patient.
 - h. Acts as a resource within the clinic to other staff members in regard to patient care.
 - i. Administers all medications accurately using the five (5) rights of medication administration, documenting medications according to health center policy and procedures.
2. Provides clinical oversight for nurses.
 - a. Supervises, advises, counsels, disciplines, and evaluates all nurses in conjunction with the Medical Director and VP of Operations.
 - b. Assumes responsibility/accountability for delegating, directing, and supervising patient care activities.
 - c. Works with Medical Director in the development of standard treatment protocols for disease conditions most prevalent in the Center's patient population.
 - d. Works with Medical Director to review and revise standard treatment protocols at least once a year to meet the medical needs of Center patients.
 - e. Participates in Compliance and Performance Improvement activities for continuous quality improvement and risk management purposes.
 - f. Serves as a resource and positive, proactive leader for the department.
 - g. Accepts responsibility for remaining current with nursing and health care trends and information that impact nursing practice.
 - h. Participates in collaboration with the health care team in identifying, evaluating, and prioritizing patient and family needs to develop a plan of care.
 - i. Participates in the evaluation of products, procedures, and patient care standards.
 - j. Participates in the evaluation of health care at the Center and in monitoring health outcomes of patients.
 - k. Is responsible for appropriate infection control and employee health programs to include training staff and monitoring compliance.
 - l. Completes medical record and nursing documentation audits and implements system changes for the nursing staff as necessary.
 - m. Travels when necessary to fulfill the entity's needs and attends meetings as necessary to represent the Center.
 - n. Participates in the preparation of grant applications for the Center and assumes primary responsibility for developing and implementing the medical health care plan.
 - o. Assists in the coordination and integration of the corporation's medical programs and services with other corporate programs and services for the welfare of the corporation's patients.
 - p. Assists in the provision of technical assistance and health education in the community as requested.

- q. Serves on the Pharmacy and Therapeutics Committee and other committees as assigned.
3. Performs all other duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fundamental Skills: To effectively manage employees, the Director of Nursing should have certain hard and soft skills, including:

- Knowledge of advanced principles of health promotion, prevention, and motivation
- Knowledge of protocols in general and an ability to quickly gain specific knowledge of the Center's current operational protocols
- Knowledge of medical terminology and appropriate abbreviations
- Thorough knowledge of the Texas Nursing Practice Act

Competencies: To perform the job successfully, an individual should demonstrate the following:

Business Acumen - Aligns work with strategic goals. Conducts cost-benefit analyses. Demonstrates knowledge of market and competition. Displays orientation to profitability. Understands business implications of decisions.

Business Ethics - Inspires the trust of others. Keeps commitments. Treats people with respect. Upholds organizational values. Works ethically and with integrity.

Managing Customer Focus - Develops new approaches to meeting employee (customer) needs. Establishes customer service standards. Monitors customer satisfaction. Promotes customer focus. Provides training in customer service delivery.

Strategic Thinking - Adapts strategy to changing conditions. Analyzes market and competition. Develops strategies to achieve organizational goals. Identifies external threats and opportunities. Understands organization's strengths & weaknesses.

Visionary Leadership - Acts in accordance with vision. Communicates vision and gains commitment. Creates a clear, compelling vision. Displays passion and optimism. Mobilizes others to fulfill the vision.

Standards of Service:

1. Serves as an advocate for our patients and the employees.
2. Serves as an example to staff.
3. Maintains an attitude of helpfulness and compassion in all situations.
4. Exercises cultural sensitivity.
5. Performs assigned tasks with organization, accuracy and efficiency.
6. Protects company assets.
7. Portrays professional appearance with adherence to professional dress standards.
8. Maintains well-kept and tidy surroundings.
9. Communicates in a prompt, precise and positive manner.
10. Follows appropriate chain of command.
11. Uses sound judgment when making decisions.
12. Demonstrates professionalism and tact when managing conflict or stressful situations.
13. Steps in to help TOMAGWA teammates when needed to provide excellent care for patients.

Education/Experience:

Required: RN degree from an accredited school of nursing

Additional/Preferred Experience: Two (2) years of practice experience as an RN giving direct patient care

Language Ability: Ability to read and comprehend medical instructions, short correspondence, and memos; Ability to document, with clarity, all information relevant to a patient's needs; Ability to effectively present information in small group situations to patients, Center staff, and the general public.

Reasoning Ability: Apply logical thinking to a wide range of intellectual and practical problems.

Computer Skills: To perform this job successfully, an individual should have ability to use office equipment including but not limited to computers, fax machines, telephones, and copiers.

Certificates and Licenses:

- Current unrestricted license from the Texas Board of Registered Nurse Examiners to practice as a licensed registered nurse (RN) in the State of Texas

- Current cardiopulmonary resuscitation (CPR) and basic life support (BLS) for healthcare professional's certification

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training, planning, assigning, and directing work, appraising performance, and addressing complaints and resolving problems.

Travel and Standard Work Schedule: Standard hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. This position is sometimes responsible for working hours outside of the standard work schedule. Some travel may be required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work environment requires working under stressful conditions or working irregular hours, requires frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, and other conditions common to a clinic environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to lift and/or move more than 50 pounds. Requires full range of body motion including handling and lifting patients, manual and finger dexterity, and eye/hand coordination. Requires sitting, standing and walking for extensive periods of time. The employee frequently is required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to work with a moderate noise level in the work environment is required.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor/Manager Signature

Date

ACKNOWLEDGED: Employee Signature

Date

EMPLOYEE NAME: Print