

DAVIS COUNTY HOSPITAL
Job Description

TITLE: Chief Nursing Officer

DEPARTMENT: Administration

JOB GRADE:

APPROVED BY: CEO

FORMER REVISION: 06/06

LATEST REVISION: 06/10

LATEST REVIEW: 06/10

This job description covers the most significant duties performed, but does not exclude other, occasional work assignments not mentioned.

JOB SPECIFICATIONS:

Education & Training: Graduate of an accredited school of nursing. Bachelor's degree required, Masters preferred.

License: Current Registered Professional Nurse license in the State of Iowa.

Experience: 3 years experience as a professional nurse in a hospital setting, required. 5 years managerial/supervisory experience preferred.

Abilities: Executive and leadership abilities demonstrated. Strong communication and organizational skills required. Analytical skills required.

REPORTING RELATIONSHIPS:

Reports to: CEO

Supervises: Acute Care, Obstetrics, Emergency Department, UR/Discharge Planning, and Long-Term Care

JOB SUMMARY:

Develops, maintains, and assures that the following functions are performed as to promote quality nursing care: operations/policies & procedures, quality improvement, supervision of staff, budget, education, employee selection/orientation, coordination, documentation, professional behavior, and other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Establishes the department philosophy, goals and objectives, standards, policies and procedures to achieve high quality nursing care.

2. Provides leadership to assure that the philosophy, goals and mission of Davis County Hospital are integrated into the operation and direction of the nursing departments by communicating and promoting a commitment to the mission.
 - Provides administrative direction for all departmental activities to ensure efficient, effective utilization of human, financial and material resources.
 - Supports and promotes achievement of fiscal goals and responsibilities.
 - Promotes the hospital's behavioral standards.
3. Coordinates nursing's role with other departments, as well as the medical staff.
4. Maintains communication between acute care, obstetrics, emergency services and Long Term Care, and administration to discuss objectives, staffing needs, budget, hospital policies and management problems.
5. Serves as a liaison between physicians, nursing staff, and administration.
6. Maintains confidentiality concerning hospital personnel and patient information.
7. Develops job descriptions/performance appraisals with the assistance of management personnel.
8. Ensures compliance with state and Federal regulations.
9. Interviews, hires, and disciplines as required.
10. Administrative call is a requirement of this position.
11. Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others.
12. Involved in special projects, committees, and activities as determined by CEO.
13. Required to attend 75% of all applicable management, departmental, or other required meetings.
14. As a part of the positions leadership responsibilities, the CNO, will positively participate in hospital sponsored functions which are in addition to regular job related duties that support and promote the hospital's mission and behavioral standards.
15. Communicates verbally and in writing in an appropriate and timely manner, participating and meeting with various committees such as; Quality Improvement, Infection Control, and Safety, as well as various staff and management meetings, etc. for the purpose of communication and problem identification and solving.
16. Serves as the administrative leader for the overall hospital safety program.

MARGINAL FUNCTIONS:

1. Ensures orientation of new personnel.

2. Promotes growth and development of personnel through in-services and other continuing education programs.
3. Assists in establishing safety, fire and disaster plans in cooperation with appropriate committees.
4. Assists in the evaluation of all personnel under her/his supervision.
5. Conducts supervisor and staff meetings.
6. Serves as resource person for all nursing departments.
7. Utilizes incident reports and takes appropriate follow-up action.
8. Monitors staff's response to disaster and code blue drills.

WORKING CONDITIONS:

1. No substantial exposure to adverse environmental conditions.
2. The worker may be subject to a range of noise levels from quiet to moderate: phones, pagers, mechanical alarms, and occasional construction work.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional 33% or less of work day.)

Constant those	<p>TALKING: expressing or exchanging ideas by means of the spoken word; activities in which the worker must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</p> <p>HEARING: perceiving the nature of sounds at normal range; the ability to receive detailed information through oral communication.</p>
Frequent	<p>REACHING: extending hand(s) and arm(s) in any direction.</p> <p>STANDING: maintaining an upright position.</p> <p>WALKING: moving about on foot to accomplish tasks.</p> <p>REPETITIVE MOTIONS: substantial movements(motion) of the wrists, hands and/or fingers.</p> <p>GRASPING: applying pressure to an object with the fingers and palm.</p>
Occasional	<p>LIFTING: raising objects from a lower to a higher position or moving objects horizontally from position to position.</p> <p>STOOPING: bending body downward and forward by bending spine at the waist.</p>

KNEELING: bending legs at knee to come to a rest or kneel.

CROUCHING: bending the body downward or forward by bending leg and spine.

PUSHING: using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.

PULLING: using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

FEELING: perceiving attributes of objects.

CLIMBING: stairs, stools, ramps.

PHYSICAL DEMAND REQUIREMENTS:

If a patient is unable to function independently, a mechanical/assistive device and /or additional personnel must be utilized. If an object requires lifting > 50 lbs., additional equipment/personnel must also be utilized.

Heavy work: Exerting up to 65lbs. push/pull (force to move frequently, and lifting up to 50 lbs. occasionally, and lifting up to 40 lbs. frequently, and lifting up to 20 lbs. constantly, to move patient and/or objects.

Stamina requirements: Working long hours and/or more than five days per week.

VISUAL ACUITY REQUIREMENTS:

1. Instrumentation involving reading of computer screen displays and commands.
2. Patient care activities.

INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

1. Adaptability to accepting responsibility for the direction, control or planning of an activity.
2. Adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint.
3. Adaptability to influencing people in their opinions, attitudes or judgments about ideas or things.
4. Adaptability to making generalizations, evaluations or decisions based on sensory or judgmental criteria.
5. Adaptability to dealing with people beyond giving and receiving instructions.
6. Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or situations, in which working speed and sustained attention are make-or-break aspects of the job.
7. Adaptability to situations requiring the precise attainment of set limits, tolerances, or standards.

8. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.