

## **West River Health Services Job Description**

**Position:** Chief Nursing Officer

**Department:** Administration

**Reports to:** Chief Executive Officer

**Revision Date:**

### **West River Health Services Mission:**

The mission of West River Health Services is to provide comprehensive health and wellness services to the residents and visitors of the region.

### **Position Summary:**

Organizes and administrates Patient Care Department. Is responsible for the assessment, planning, implementation and evaluation of quality patient care in the hospital.

### **Excellence in Practice**

- Collects and analyzes data to determine staffing patterns and to project staffing needs. Hire personnel and ensure adequate staffing on patient care units according to patient acuity and budgeted FTE. Maintain current licensure for staff.
- Makes unit rounds – assess and evaluate quality of patient care, and to identify problems or needs.
- Organize, plan and direct nursing department functions and other activities to comply with policies and procedures to achieve objectives.
- Monitor and evaluate patient care delivery system for efficiency and effectiveness. Review PI programs for each unit supervising.
- Participate in planning and directs the orientation of both professional and non-professional staff.
- Prepare and justify operating and capital budgets for nursing units based on input from staff and coordinators.
- Directs and evaluates personnel in providing quality patient care. Completes performance evaluations timely, and promotes professional growth and development.
- Maintains compliance with nursing and patient care standards and standards of practice. Knowledgeable about Federal, State and local requirements.
- Investigates problems, complaints and policy violations. Takes appropriate action with follow-up as necessary. Exercise proper authority in the interest of WRHS to hire, transfer, suspend, layoff, promote, reward or discipline employees.
- Assists management personnel in developing policies and procedures and monitoring standards of patient care.

### **Innovation in Service**

- Leads and serves as a role model for the organization and exemplifies the corporate values of WRHSF. Directs and participates in community service projects.
- Maintains required needs for continuing education and development needs for their position. Monitors employee's licensures and assists with training and development goals.
- Educates, communicates, and follows all facility policies and procedures (example, fire drills, bomb threats, tornado, disaster plans and other procedures). Ensure that employees are continually updated on any changes and provides training as well.
- Provides leadership when implementing changes that affect the organization and its employees. Develops and cultivates an environment that promotes growth, empowers employees and inspires everyone to participate in the shared vision for today and tomorrow.

### **Compassion for the people we serve**

- Demonstrates courtesy, cooperation and sensitivity toward employees, patients, family and visitors. Serves as a role model for the behaviors and standards the organization requires of all employees.
- Displays empathy and offers support for employees, patients and visitors throughout the facility.
- Maintains a warm and welcoming environment for all individuals and demonstrates caring and concern.

### **Respect for one another**

- Maintains strict confidentiality of patient and organizational information; including employee information as well as patient information.
- Adheres to all Administrative and Personnel Policies (example: dress code policy, attendance policy, parking policy and all others). Educates staff on the policies, coaches employees as needed and leads by example for all employees.
- Promotes positive relationships within your own department and offers assistance, guidance and support to all departments through out the facility. Is mindful that the customer is not just the patients and visitors, but also those they work with on a daily basis.
- Displays and promotes positive relationships with other departments within the organization as well as within the community.

### **Essential Job Requirements:**

Education: Prefer BNS or Masters Degree in Nursing.

Experience: Minimum of 5 years in acute care setting with 2 years of management or supervisory experience.

License Requirements: Meets requirements per ND Century Code 43-12.1.

Physical Requirements:

	Never	Rarely Up to 10% of the time	Occasionally 11-30% of the time	Frequently 31-69% of the time	Regularly 70-100% of the time
<b>Lift up to 10 lbs</b>				X	
<b>Lift between 11-50 lbs</b>		X			
<b>Standing</b>			X		
<b>Walking</b>				X	
<b>Sitting</b>				X	
<b>Computer Use</b>					X
<b>Bending</b>				X	
<b>Reaching</b>				X	

\*\*Lifting more than 51lbs requires an assistive device and/or additional physical assistance

Exposure Risks:

  X   Level 1: Tasks may involve exposure to blood and/or body fluids. This includes all related tasks that involve inherent potential for mucous membrane or skin contact with blood and/or body fluids. Appropriate protective supplies are readily available.

       Level 2: Tasks that do not involve exposure to blood and/or body fluids, but exposure may be required in emergency situations. Appropriate protective supplies are readily available.

  X   Level 3: Tasks or work environment that exposes individuals to hazardous chemicals. Appropriate protective supplies are readily available.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date