

Status: Fulltime Exempt Schedule: M-Su as required

Job Title: Chief Nursing Officer (CNO)

Job Code: 156100

Reports To: Administrator (CEO)

FLSA Status: Exempt

Department: Med & Surg (Nursing)

JOB SUMMARY:

Directs, develops, and guides areas of responsibility in strategic planning and overall efficient operations to ensure quality department outcomes which support the organization's mission, visions and values.

QUALIFICATIONS:

Education and/or Experience

- Graduate of an accredited school of nursing; Bachelor's degree required
- Previous supervisory experience preferred
- Five (5) years of Registered Nurse (RN) experience preferred
- Cerner experience preferred.

Certificates, Licensure, Registrations

- Currently licensed as a Registered Nurse (RN) the State of Nebraska
- Basic Life Support (BLS)
- Advanced Cardiac Life Support (ACLS)
- Neonatal Resuscitation Program (NRP)
- Pediatric Advanced Life Support (PALS)
- Trauma Nursing Core Course (TNCC) within 6 months of employment

GENERAL REQUIREMENTS:

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

- Ability to calculate figures, add, subtract, multiply, and divide
- Ability to generate, read, interpret, and take action as it relates to basic financial statements, national and state regulations, operational and maintenance and organizational policy/procedures
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability to write reports and correspondence
- Ability to effectively present information to patients, families, employees, health care providers, etc...
- Ability to work cooperatively and communicate effectively to maintain good working relationships
- Ability to work with skill in identifying problems; making frequent decisions regarding method of performance

EQUIPMENT, TOOLS, MATERIALS:

- Patient Care Equipment
- Computer and printer
- Fax, scanner, and copy machine
- General office materials/supplies

- Information Systems
- Telephone system

SECURITY/ACCESS:

- Will have access to confidential information abiding by the organizations privacy policies and regulations concerning this information

SUPERVISORY RESPONSIBILITY:

- Nursing Services (Med & Surg – Nursing Floor Staff)
Following departments report to CNO.
- Pharmacy
- Quality/Safety
- Surgery
- Specialty Clinic
- Dietary
- Central Supply

PATIENT AGE GROUP SERVED:

- Infant, Pediatric, Adolescent, Adult, Geriatric

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Directs all aspects of department operations effectively and efficiently.

- Oversees day-to-day operations, which includes problem solving issues and ensuring effective processing.
- Develops and documents department procedures to ensure consistent and accurate processing.
- Works with other departments in providing services and resources.
- Monitors workflow and department processes.
- Develops and maintains department policies.
- Sets and achieves department goals and objectives.

2. Develops, reviews and revises the Nursing Department organizational structure under the direction of the Administrator (CEO) to delineate authority, functional responsibilities and lines of communications.

- Reviews organizational planning objectives each fiscal year and develop department goals compatible with institutional goals.
- Participates in the planning and input in policy development and activities; ensure that nursing services policies are consistent with organization..
- Ensures that nursing practice within the department of nursing is consistent with the Nurse Practice Act for the State of Nebraska.
- Establishes, approves, supports and monitors standards for patient care and nursing practice within the department of nursing.
- Participates in the initiation, support and/or evaluation of professional nursing Quality Assurance projects and studies.
- Serves on department, administrative and medical committees

3. Represents nursing within the local community and promote continuity of care between the institution and other health care providers.

- Maintains positive and effective working relationships with other departments, medical staff and local, state and federal health agencies to assure maximum benefits for patient care and the institution.

4. Administers nursing care to patients, as needed, to maintain clinical skills, to assess particular patient requirements, or back up to staff nurse.

- Demonstrates personal accountability in the delivery of patient care in a competent, professional and compassionate manner.

5. Collaborates with Medical Staff, administrative staff, management and other health care providers to coordinate medical and nursing management of patient care in a safe, clean and secure environment.

- Promotes team concept through effective communication regarding patient condition, patient care plan and patient satisfaction with appropriate individuals that are involved in the patient's care.
- Works effectively with ancillary areas as part of the team approach to patient care.
- Directs patient support team members effectively and appropriately.
- Informs and involves Medical Staff and Administrator (CEO) regarding patient care issues in a timely and appropriate manner.
- Assists in making patient assignments, coordinating admissions, and meeting staffing needs.
- Collaborates Utilization Management.

6. Communicates effectively.

- Communicates and collaborates effectively with other health team members regarding patient condition, nursing plan of care, patient satisfaction needs and recommendations for meeting identified outcomes.

7. Promotes and ensures patient and staff safety in all aspects of responsibilities.

- Administers medications, treatments and procedures in a timely and safe manner according to health care provider orders and nursing policy, including appropriate performance of standard precautions.
- Utilizes proper body mechanics, transfer/lifting techniques to minimize fall risk to patient and injury to self.

8. Directs and performs employee relations functions effectively to promote a positive work environment, influence retention and enhance communication.

- Communicates effectively and provides feedback to staff which may include department meetings, individual employee meetings, rounding, etc....
- Addresses employee issues in an effective and timely manner.
- Communicates with Administrator (CEO) and HR regarding employee issues appropriately in an effort to obtain guidance and reduce potential organizational liability.
- Enforces and interprets policies and procedures with employees, as necessary.
- Administers annual performance appraisal process for staff, with feedback for positive reinforcement of strengths and opportunities for growth/improvement.

9. Recruits and develops a qualified and productive workforce.

- Maintains and creates reporting job descriptions.
- Recruits effectively for department positions by following established hiring practices and guidelines.
- Orients new employees in a thorough manner to department and organizational operations and procedures.
- Provides training to department staff in an appropriate and thorough manner.
- Offers opportunity for continuing education by sharing own knowledge, accessing internal opportunities, and considering external opportunities to support the continued development of department staff.
- Monitors and verifies the compliance of staff in regards to maintaining required licenses and certifications, as applicable.

10. Develops, justifies, and maintains a fiscal plan budget.

- Maintains, develops, monitors and reports budgets, expenses, variances and strategic planning for department.
- Maintains timekeeping records and updates appropriately and accurately for department staff.
- Participates in annual budgeting planning process for areas of responsibility.

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.

While performing the duties of this job, the employee is reasonably anticipated exposed to Bloodborne Pathogens, Chemical, Airborne Communicable Disease, and Radiation.

The noise level in the work environment is usually moderate.

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.

The employee must continuously lift and move up to 5 pounds and occasionally lift and move more than 50 pounds. While performing the duties of this job, the employee is continuously required to stand and walk. The employee is frequently required to sit. The employee is occasionally required to twist, bend, reach, and squat/kneel. Wrist position deviation, fine motor activities and keyboard use are frequent. Talking/communication are frequent to continuous. Sensory requirements include near/far vision, color discrimination, depth perception and hearing.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager Date

HR Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Date

