



**Chief Nursing Officer  
JOB DESCRIPTION**

Position Title:	Chief Nursing Officer	Exemption Status:	Exempt
Job Classification:		Job Code:	
Department:	Nursing Services		
Reports to:	Chief Executive Officer		
Last Update:	April 22, 2013		

**Job Summary**

Responsible for planning, organizing and directing the overall operations of Nursing/Patient Care Services (i.e., Med/Surg Floor, OR, Employee Health/Infection Control, /Education/QI, Social Services/Discharge Planning, Utilization Review,). Ensures compliance with patient care quality standards as it relates to the care provided to all age groups of patients ranging from neonate to geriatric. Maintains performance improvement activities within the department and participates in CQI activities. Assures competency of all nursing personnel (SANE). Assists in formulating the budget and maintains efficient and effective departmental operations while required compliance with all state, federal, and local regulations laws, standards, and protocols. Direct the training and instruction of nursing students.

**Essential Functions**

- Promotes the mission, vision, and values of the organization.
- Knows and practices the prescribed philosophy, purpose, policies, and standards of Nursing/Patient Care Services.
- Organizes, directs, and administers the Nursing/Patient Care Services in order to provide the level of care required by current medical and nursing standards.
- Plans and coordinates with the CFO, utilizing the respective Nursing Leadership members for planning the budgeting requirements for personnel, supplies, and equipment.
- Responsible for cost controls to insure maximum effectiveness of funds expended from the approved departmental budgets.
- Supports and develops Nursing/Patient Care Services in the coordination of the employee selection process, work assignments, performance evaluations, and staff development for these services.
- Maintains continuing quality assessment and improvement analysis and evaluation of patient care delivery and communicates with Administration on the activities/issues of Nursing/Patient Care Services.
- Plans and recommends to Administration new facilities or equipment, or modification thereto, needed to provide patient care.
- Recommends, supports, and participates in education services, programs of education, and training, including orientation of new employees. Encourages and facilitates the professional advancement of employees by affording opportunities for further education and experience.
- Recommends the modification, addition, or deletion of personnel policies to insure reasonable hours and acceptable working conditions to provide patient care coverage.
- Initiates and participates in problem-solving, policy-forming conferences for Nursing/Patient Care Services. Maintains close coordination with all department to insure continuity and collaboration of services.
- Insures that cordial relationships are maintained with patients, their families and friends, clergy, and other interested groups in the community. Interprets the goals of the Nursing/Patient Care Services areas to the community by maintaining harmonious and effective relationships with the education system, volunteer groups, agencies, and the community.
- Participates in policy decisions that affect Nursing/Patient Care Services in the hospital.

- Participates in the Administrative Counsel, Board of Trustee, and Medical Staff Meetings.
- Responsible for the implementation, monitoring and evaluation of performance improvement and CQI.
- Assures Nursing Leadership support for staff by maintaining a Nursing Administration Call rotation at all times.
- Participates in Administrator on Call rotation with the CEO and senior administrative leaders.

### **Non-Essential Functions**

- Perform other duties as assigned

### **Professional Requirements**

- Maintains valid, current RN licensure in the State of New Mexico.
- Maintains clinical credentials and competencies to be able to work clinically.
- Complete annual education requirements.
- Adhere to dress code, appearance is neat and clean.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attends committee, CQI and management meetings as appropriate.
- Ensures compliance with policies and procedures regarding department operations, fire, safety, and infection control.
- Effectively and consistently communicates administrative directives to personnel and encourages interactive departmental meetings and discussions.

### **Qualifications**

- Graduate of an accredited school of nursing
- Current licensure to practice in New Mexico as a Registered Nurse (RN).
- Bachelor's degree in Nursing required
- Minimum of three to five years' experience in patient care services management required.
- Master's degree in Nursing or related field preferred.
- Critical Care Nursing experience preferred.
- Prior experience as a Chief Nursing Officer preferred.
- The ability to demonstrate leadership, managerial ability, good interpersonal relationships, and the application of sound administrative principles.

### **Knowledge, Skills, and Abilities**

- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

### **Physical Requirements and Environmental Conditions**

- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Manual and finger dexterity
- Hand and eye coordination
- Standing and walking for extensive periods of time
- Lifting and carrying items weighing up to 50 lbs
- Corrected vision and hearing to within normal range
- Working under stressful conditions

- Working irregular hours including after hours

**General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

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**Employee's Signature**

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**Date**