

**MOUNTAINVIEW MEDICAL CENTER
JOB SUMMARY**

POSITION TITLE: DIRECTOR OF NURSING

DEPARTMENT: Nursing/Administration

Hours: Exempt/Salary

JOB SUMMARY:

Coordinates and oversees total assessment, planning, implementation and evaluation of nursing care for the hospital, ensuring that quality nursing services are rendered to patients in accordance with the state's Nursing Practice Act, certification rules, and facility standards. Ensures appropriate staffing of hospital with respect to census and acuity levels. Collaborates with medical staff to identify needs and improve services in accordance with the objectives, policies and procedures of the hospital. Ensures facility's active participation in Quality Improvement activities, and submits reports and statistics to administration. Ensures that the Trauma Program meets certification requirements. Overall management of the risk management program for the facility. Overall management of the infection control program. Overall management of the Pharmacy Department in conjunction with the contracted Pharmacist. Expectation to cover shifts on the floor when necessary, respond to emergencies, and assist clinically when needed. Supervision of Social Services. Supervision of the Activities Coordinator. Actively participates in emergency and disaster preparedness for the facility.

EDUCATION, TRAINING AND EXPERIENCE; CERTIFICATION/LICENSURE:

Bachelor of Science in Nursing preferred. Minimum of four years clinical nursing experience, and two years progressive management experience is also preferred. Licensed and currently registered to practice as a professional nurse in Montana. ACLS and CPR certifications within 12 months of hire; PALS and TNCC preferred with completion 15 months of hire.

SPECIAL EQUIPMENT, SKILLS OR OTHER REQUIREMENTS:

Nursing management and leadership skills. Excellent communication, teamwork, and interpersonal skills. Meets all the requirements for registered nurses and their practices. Problem-solving and critical thinking. Organizational skills. Proficient computer skills and ability to learn new programs.

WORK ENVIRONMENT AND HAZARDS:

Hazards include risk of exposure to communicable disease and risk of physical injury from lifting/transferring/ assisting patients and operation of equipment. May be exposed to blood-borne/airborne pathogens. Risk of exposure to toxic substances, sharps, and chemicals. Work areas include the entire facility with concentration in the nursing departments. Interaction with patients/residents who may be physically debilitated and mentally or psychologically disturbed and particularly the elderly.

WORK CONTACT GROUP:

All hospital departments, patients, families, visitors, nursing personnel, medical staff and vendors. Local/regional/state organizations, agencies and partners.

SPECIAL PHYSICAL DEMANDS:

Must be able to lift a minimum of 25 pounds, lift and transport patient/residents. Must be able to bend, stoop, push, and pull. Walk and stand for most of the work day.

SUPERVISED BY: CEO

SUPERVISES: Hospital Nursing Staff, Activities Coordinator, and Social Services Designee.

Supervisee: _____ Supervisor: _____

Date of Hire: _____ Appraisal Date: _____

MOUNTAINVIEW MEDICAL CENTER

WORK PERFORMANCE STANDARDS- Director of Nursing

1= Doesn't Meet 5= Exceeds

#	Performance	1	2	3	4	5	Comments
1	Coordinates and observes assessment, planning, implementation, and evaluation of nursing care by all nursing personnel.						
2	Ensures maintenance of appropriate staffing of facility in accordance with census and acuity.						
3	Assists with annual budget developments, directs cost control, adheres to budgetary guidelines and seeks outside supplemental funding.						
4	Serves on inter and intradepartmental committees: Infection Control, Trauma, Pharmacy, Safety, Quality, _____.						
5	Policy and procedures are reviewed annually, revised as needed, and meet CMS guidelines (Nursing, ED, Pharm, IC, Trauma, Act, SS, CS)						
6	Infection control oversight – investigating outbreaks, conducting education, assuring best practices, and data reporting.						
7	Coordinates Quality Improvement in all departments, collects data, prepares and submits reports, and participates in projects as requested.						
8	Pharmacy management oversight- inventory, quality, surveys and policy.						
9	Demonstrates excellent clinical nursing skills, serves as a consultant and role model for clinical backup to nursing staff.						
10	Communicates with patients, referral sources, families and visitors in a competent, respectful, and professional manner.						
11	Attends MMC functions including open houses, special events and board events as requested.						
12	Interacts with other departments and the medical staff to review programs, services and communication to improve patient care delivery.						
13	Participates in required and voluntary continuing education programs, conferences and professional associations.						
14	Provides or coordinates in-service education, professional education, orientation and staff meetings for the department and facility.						
15	Maintains a current knowledge of nursing standards, guidelines and regulations and uses evidence based management and nursing practice to establish departmental policies, work processes and practices.						
16	Conducts overall management of the risk management program for the facility.						
17	Participates in emergency preparedness exercises and activities and plan development.						
18	Performs all other duties/special projects as assigned by CEO.						
19	Sets example of proper communication, teamwork, and ability to follow procedure.						
20	Oversight of Social Services designee						
21	Oversight of Activities Coordinator						
22	Conducts overall management of the Trauma Program, including meetings, case reviews, education, survey preparation, quality, data, and reports.						
23	Prepares reports, exchanges information and communicates with the CEO and the Board of Directors						

MOUNTAINVIEW MEDICAL CENTER
 PERSONAL PERFORMANCE STANDARDS

1= Doesn't Meet 5= Exceeds

#	Performance	1	2	3	4	5	Comments
1	Listens to and explores other's work related concerns without imposing unsolicited advice, opinions or decisions.						
2	Measures personal quality & productivity and actively seeks feedback and suggestions						
3	Communicates changes and delays to those affected, when plans/tasks are delayed.						
4	Contributes to meetings (listens, makes useful contributions, respects differences, stays on topic, and works toward realistic solutions.).						
5	Suggests improvements, identifies quality/productivity improvements, and takes initiative.						
6	Adheres to policies and procedures and employee handbook						
7	Directly communicates with facility personnel and department staff. When upset by someone's behavior, or some other conflict, talks privately with that person/HR and strives for resolution.						
8	Establishes priorities; organizes work and time to meet them.						
9	When assigned a task, clarifies the objectives, action steps and schedule; identifies materials, information and support that is needed.						
10	Maintains confidentiality						
11	Communicates effectively; conveys information that clarifies confusion, enhances understanding, and is not misleading. Works as a teammate.						
12	Arrives at the job, appointments and meetings on time.						
13	Supports the team and team members (helpfully identifies deficiencies, points out achievements, cooperatively solves problems, helps out).						
14	Meets the challenge of unexpected, difficult and unpleasant assignments; especially those outside the job description						
15	Takes responsibility for his/her mistakes, poor performance.						
16	Acts positively (emphasizes the organization's and people's strengths; sees difficulties as challenges; helps people clarify the learning from failures and mistakes).						
17	Interacts with others in a professional manner (uses tact, presence, smile, eye contact, posture, phone etiquette, privacy).						
18	Maintains a positive attitude						
19	Demonstrates attitude and/or behaviors when interacting with others that are courteous, polite, concerned, friendly and respectful.						
20	Manages time clock, PTO and observes policy on breaks/lunch; does not call off excessively.						

SUMMARY

Strengths:

Developmental Needs:

Major Accomplishments:

Goals for the Year:

Employee Comments:

The above comments summarize the views of both the supervisor and employee.

Employee Signature

Date

Supervisor signature

Date