



**NORTON SOUND  
HEALTH CORPORATION**

**POSITION DESCRIPTION**

**EMPLOYEE NAME:**

**POSITION TITLE: Director of Nursing**  
**JOB CODE: 33113-21**  
**RELOCATION LEVEL: 02**  
**EXEMPT: Yes**  
**TRAVEL REQUIRED: Yes**

**PREPARED BY: Human Resources**  
**APPROVED BY: Personnel Comm.**

**DATE: 08/98**  
**DATE: 12/98**

**DEPARTMENT: Nursing Services**  
**DIVISION: Hospital Services**

**REPORTS TO: VP Hospital Services**

**SUPERVISES: Director of Outpatient and Inpatient Nursing Services**

**PURPOSE OF POSITION:** To oversee the management of the Inpatient and Outpatient nursing Departments, Emergency Room, Ambulatory Care Services and Specialty Clinic, SART, MCH/Pediatric/and Adult Case Management, and Central Sterile. This oversight will ensure that each department/area is providing patient and family focused care in accordance with NSHC's mission, philosophy, policies, and procedures.

**NOT  
APPLICABLE**

**MET  
STANDARD**

**DID NOT MEET  
STANDARD**

**MAJOR RESPONSIBILITIES:**

- I. Core Competencies:
- I. A. Process and Professionalism:
  - Ensures clinical staff utilizes the appropriate process of assessment, diagnosis, planning, intervention, and evaluation when: assessing the patient's condition and needs; setting outcomes; implementing appropriate actions to meet the patient's/family's physical, emotional, spiritual, social, intellectual and safety needs; and evaluating patient's progress.
  - Represents NSHC in a professional manner while acting as an advocate for patients/families, physicians, nurses and other staff members.
  - Maintains quality and efficiency standards as set nationally and as set by the immediate supervisor, and makes recommendations for improvements.
  - Participates in activities that promote professional growth and self-development. Attends pertinent in-services, departmental and other meetings as requested by the immediate supervisor.
  - Adheres to all NSHC dress codes, personnel and safety policies.
  - Upholds NSHC's vision, mission and corporate values.
- B. Problem Solving/Critical Thinking:
  - Identifies work-related problems with possible solutions and implements solution(s), when appropriate.
  - Maintains constant awareness of the legal aspects of patient care and demonstrates this in decisions regarding patient care within the appropriate scope of practice.
- C. Assessments and Interventions: Ensures use of system based assessments identifying patient problems and needs with appropriate interventions to achieve desirable outcomes.
- D. Procedures, Therapies, and Treatments: Maintains an in-depth knowledge of nursing principles, practices, standards, and techniques and applies this knowledge in accordance with NSHC policies and procedures and in compliance with State and federal laws/regulations and standards.
- E. Care Management: Monitors areas to ensure that nursing and medical team care is accomplished effectively and efficiently in a cost effective manner, discharge planning is carried out, and the medical regime for each patient is implemented when properly prescribed by the physician. Delegates/assigns tasks/duties to other members of the department as appropriate.
- F. Documentation: Ensures that data is gathered and accurately documented information in a timely manner demonstrating the utilization of the appropriate process to promote patient outcomes.

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<p><b>MAJOR RESPONSIBILITIES:</b></p> <p>G. Safety:</p> <ul style="list-style-type: none"> <li>• Maintains and demonstrates a thorough knowledge of departmental and corporate safety policies and procedures as they pertain to the job, including the fire and disaster plans.</li> <li>• Performs CPR according to policy.</li> <li>• Maintains a safe environment for patients, guests and staff.</li> <li>• Maintains confidentiality of information deemed confidential.</li> </ul> <p>H. People Centered:</p> <ul style="list-style-type: none"> <li>• Establishes a presence by using, compassionate listening, and knowledge of the change/transition process in situation involving emotions, life/death transition, and/or conflict.</li> <li>• Maintains harmonious and cooperative relations with fellow employees, management, patients and guests.</li> <li>• Promotes healing by maintaining a peaceful, orderly and clean environment.</li> <li>• Acts as a role model in maintaining a professional atmosphere.</li> </ul> <p>I. Patient Education: Participates in and ensures facilitation of patient's and family's learning throughout the hospital experience in preparation for discharge. Reinforces patient's continued health care through teaching and/or referral to community agency follow-up.</p> <p>J. Medication Administration: Calculates dosages and administers medications accurately.</p> <p>K. IV/Enteral Therapy: Provides safe and accurate IV and enteral therapy.</p> <p>II. Performs other related work as directed by immediate supervisor (i.e. participates in orientation of new personnel, attends meetings and court hearings when needed, and completes assigned tasks in a timely manner).</p> <p>III. Department/Area Specific: Nursing Services</p> <p>A. Customer population specific</p> <ul style="list-style-type: none"> <li>• Demonstrates ability to work with and provide appropriate service and information to the clients, general public, outside agencies, departments, employees and management.</li> </ul> <p>1. Provides care to the following age groups:  <input type="checkbox"/> Embryo <input type="checkbox"/> birth <input type="checkbox"/> infant (0-2yrs) <input type="checkbox"/> child <input type="checkbox"/> pre-adolescent  <input type="checkbox"/> Adolescent <input type="checkbox"/> adult <input type="checkbox"/> geriatric <input type="checkbox"/> maternal/neonate</p> <p>B. Demonstrates ability to care for medical, critically ill, traumatically injured, mental health, maternal/neonate, and pediatric patient populations according to policy and procedure. Uses the nursing process to assess, plan, implement, and evaluate the care of these patients.</p> <p>C. Supervisory Responsibilities:</p> <ul style="list-style-type: none"> <li>• Responsible for all personnel matters in regards to the Outpatient and Inpatient Nurse Supervisors</li> <li>• Implements department programs, projects or changes annually to promote productivity, enhance services, and/or increase staff awareness of the need to control costs.</li> <li>• Preparation of fiscal year budgets and staffing requests.</li> <li>• Maintains and monitors fiscal concerns and viability.</li> </ul>				

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<p><b>MAJOR RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Establishes work schedule and assignment procedures to ensure coverage as demonstrated by maintaining staffing within approved budget. Cross-trains staff and maximizes human resources most efficiently by floating staff between units as necessary</li> <li>• Recruits experienced personnel and minimizes the number of traveling staff when possible</li> <li>• Planning: Participates and contributes to corporate wide planning, and; anticipates and reacts appropriately to changing workloads of departments.</li> <li>• Organizing: Established and maintains an effective organizational structure for the department; deploys staff and utilizes other resources effectively, and; integrates unit goals with those of other units/divisions.</li> <li>• Leading: Effectively represents NSHC in state and regional meetings; resolves inter-personal staff conflicts effectively and promptly, and; advocates for NSHC. Represents inpatient and outpatient units at medical staff meetings and to VP Hospital Services/Administration</li> <li>• Participates in HSPIC(Hospital Services Performance Improvement Committee), Infection Control, Safety and Security, and any other standing committee forum requiring nursing leadership</li> <li>• Evaluation: Evaluates units' effectiveness and develops appropriate plan to improve; recognizes and promptly deals with important divisional issues and brings corporate-wide issues forward for resolution, and; conducts program, department and staff evaluations in an effective and timely manner.</li> </ul> <p><b>QUALIFICATIONS:</b></p> <p>Education: Graduate of an accredited BSN Nursing Program and Masters Degree is required.</p> <p>Registration/Certification: ACLS, PALS, BLS, NRP, and first aid certification is required.</p> <p>Licensure: Must be licensed as a RN by the State of Alaska.</p> <p>Experience: Five years of hospital clinical nursing experience is required with three years in a supervisory or administrative capacity.</p> <p>Skills: This position requires good organizational skills with attention to detail. Must be able to communicate effectively (oral and written). Possess ability to follow detailed written and oral instruction. Demonstrate professionalism, consideration and confidentiality towards others in stressful situations.</p> <p>Physical Requirements: Must be in good general health. Must be physically able to talk, hear, type, file, write, bend, stoop, and reach. Continuous amount of walking, sitting and/or standing is required. Must be able to fly in small aircraft in inclement weather.</p> <p>Personal Traits: Must be courteous, accountable, and responsible for self and actions; dependable, honest, cooperative, adaptable, versatile, mature, good listener, objective and able to remain calm under stress. Must have ability to adapt emotional responses to the needs of people of varying temperament and disability.</p> <p>Working Conditions: Well-lighted and ventilated work area.</p> <p>Work Hours: Normal working hours are Monday through Friday, 8am to 5pm, however, since this is an exempt position occasional alternate hours are expected.</p>				

Travel: Travel may be required for business, training and medivacs. Travel may be via small aircraft.

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