

**CLAIBORNE MEMORIAL MEDICAL CENTER**  
**Nursing Department**  
**Job Description**

**CHIEF NURSING OFFICER**

**STATEMENT OF PURPOSE:**

To provide support for the mission and vision of the hospital through your actions, attitudes, and personal conduct as a team member of your department, an employee of the hospital, and a contributor to the health and wellbeing of the patients we service; to provide the duties outlined in this job description to the best of your abilities; and to strive for excellent service to your customers.

**JOB SUMMARY:**

Organizes and administers areas of Nursing Services to attain the hospital's objectives established by the governing authority.

**GENERAL MANAGEMENT DUTIES:**

1. Support administration in the development and implementation of the hospital's mission, vision and overall goals.
2. Develop and monitor all human resources to assure the nursing departments are efficiently and effectively providing patient care. This includes the hiring process, and effective department orientation programs, providing ongoing educational opportunities, honest performance evaluations, counseling when indicated, and termination when needed.
3. Provide strong leadership for the nursing departments by establishing high standards, leading by example, rewarding good behavior, and holding department accountable when they fail to meet the needs and expectations of the hospital.
4. Communicate departmental and hospital-wide issues in a timely and effective manner to all nursing departmental staff using multiple communication mediums. This includes monthly departmental meetings, memos, e-mails, phone calls, and on-on-one training.
5. Use Performance Improvement monitoring, data collection, incident reporting, and other tools to identify patient care problems and take corrective action. Actions may include investigating problems, improving processes, clarifying procedures, and educating the staff to assure the problems are resolved.
6. Help nursing department managers facilitate the development of an annual department budget, three-year capital equipment estimate, and strategic planning goals.
7. Help with developing policies and procedures that clearly define the operational and interdepartmental guidelines of all the nursing departments.
8. Oversee the management of equipment and supplies to make sure the nursing departments have the tools needed to provide patient care and to assure resources are used wisely.
9. Aids in evaluating timecards bi-weekly and departmental operations monthly for adherence to administrative, budgetary, and strategic planning goals.
10. Advocate and ensure participation in interdepartmental activities, focusing on process improvements and achieving hospital-wide goals.

**SPECIFIC DUTIES:**

1. Know and practice the prescribed philosophy, purpose, policies and standards of the nursing services department of CMMC.
2. Organize, direct, and administer the nursing services department in order to provide the level of care required by current medical and nursing standards.
3. Plan and coordinate with the CEO and the CFO, utilizing the respective service managers for planning and budgeting requirements for personnel, performance of work, supplies, and equipment. Responsible for cost controls to ensure maximum effectiveness of funds expended from the approved departmental budgets.
4. Support and develop the nursing services departmental supervisor's in the coordination of the employee selection process, work assignments, performance evaluations, and staff development for these services.
5. Maintain continuing quality assessment and improvement analysis and evaluation of patient care delivery and communicates with CEO on the activities/issues of the nursing services department.
6. Plan and recommend to CEO new facilities or equipment, or modification thereto, needed to provide patient care.
7. Recommend support and participate with education services, programs of education and training, including orientation of new employees. Encourage and facilitate the professional advancement of employees by affording opportunities for further education and experience.
8. Recommend the modification, addition, or deletion of personnel policies to ensure reasonable hours and acceptable working conditions to provide patient care coverage.
9. Provide health services to employees within the scope authorized by the governing authority.
10. Initiate and participate in problem-solving, policy-forming conferences for nursing services department. Maintain close coordination with all departments to ensure continuity and collaboration of services.
11. Ensure that cordial relationships are maintained with patients, their families and friends, clergy, and other interested groups in the community. Interpret the goals of the nursing services department areas to the community by maintaining harmonious and effective relationships with the education system, volunteer groups, agencies and the community.
12. Participate in policy decisions that affect nursing services in the hospital.
13. Participate in Medical Staff meetings.

**QUALIFICATIONS:**

1. Graduate of an accredited school of nursing and current licensure by the State of Louisiana as a registered professional nurse. Master's degree or equivalent in demonstrated nursing experience desired.
2. Experience in the budgeting process and management techniques is essential.
3. Should have a minimum of five years prior experience in nursing services management.
4. Should be able to demonstrate leadership, managerial ability, good interpersonal relationships and the application of sound administrative principles.
5. Membership in professional organizations encouraged.

**PHYSICAL DEMANDS:**

1. Walking and/or standing approximately 40 % of the day.
2. Sitting approximately 60 % of the day.
3. Must be able to lift up to 30 lbs. less than 10 % of the day.
4. Must be able to bend, stoop, kneel, and reach over the head less than 20% of the day.

**DISCLAIMER:**

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change.

**RESPONSIBILITY:**

The Chief Nursing Officer is directly responsible to the CEO.

**DIRECT REPORTS:**

All Nursing Services staff report to the Chief Nursing Officer; including Nurse Managers, RNs, LPNs, CNAs, Ward Clerks, and Orderlies and other positions within all nursing departments.

**ACCEPTANCE:**

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**Chief Nursing Officer**

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**Date**