**JOB DESCRIPTION**

**NURSE, HOSPITAL DIRECTOR**

**REPORTS TO: CEO** Non-Exempt Job number: 420 Job Code: 00-70001

**JOB SUMMARY**: The DON is responsible for the overall operation and supervision of the Critical Access Hospital Nursing Department as well as its programs and activities and will comply with all Federal and State regulations governing the facility.

**DUTIES/RESPONSIBILITIES**:

* Treat everyone with dignity and respect.
* Promote and protect all patient rights.
* Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
* Demonstrate professional behavior while on duty in any setting.
* Responsible for departmental budget and oversee departmental equipment maintenance and purchase.
* Responsible for taking inventory as requested.
* Maintain medical/nursing supply at appropriate levels.
* Maintain proper storage of medications and biologicals, pull outdated items for disposal.
* Participate in the completion of the annual facility assessment to determine training and skills required by staff to meet patient needs. Identify and prioritize the facility’s educational needs through the completion of an educational needs assessment based on the facility assessment. Plan, develop, implement and assess departmental services and staff education needs. Develop, schedule, and direct refresher training, as necessary.
* Track attendance/completion of training to ensure that all required training is received. Maintain all training records, competencies, reports, instructional materials, and speaker qualifications related to each educational program.
* Plan, schedule, conduct, and oversee orientation programs.
* Maintain and periodically update the written policies and procedures per protocol and ensure that policies are followed.
* Maintain hospital Infection Control protocols.
* Assess, plan, develop, and implement an effective, ongoing, facility-wide, data-driven Quality Assessment/Performance Improvement Program and Projects. Prepare report for the governing body that involves all hospital departments and services focusing on indicators related to improved health outcomes and the prevention/reduction of medical errors.
* Maintain/demonstrate evidence of QAPI program for review by state and federal regulatory bodies.
* Maintain appropriate department staffing levels and daily schedules. Recruit, interview, hire, train, coach, evaluate, reward and discipline staff.
* Perform annual performance evaluations timely.
* In the absence of the CEO/CFO, you are authorized to handle all administrative matters.

**LICENSURE/CERTIFICATION REQUIREMENT:** ND Board of Nursing RN License, BLS, ACLS, PALS, TNCC

The employee is to maintain all applicable education, licensure, certification or registration requirements.

**QUALIFICATIONS /ABILITIES**:

* Successful completion of an accredited nursing Degree/Diploma Program and 3 years’ experience in a related field.
* Knowledgeable of nursing and medical practices and the ability to demonstrate knowledge and skills necessary to provide appropriate care to meet patient needs.
* Ability to gain proficiency in NCHS’s software programs as applicable. Intermediate computer skills, including the ability to create documents in various programs (Word, Excel, PowerPoint, Adobe) and navigating the electronic medical record system.
* Demonstrate competency and ability to carry out department specific functions in accordance with NCHS’s standards of care, policies and procedures.
* Demonstrate the ability to communicate effectively both verbally and in written format. Demonstrate a high level of interpersonal skills and be able to communicate effectively in business relationships and with individuals throughout NCHS.
* Participate in the orientation of NCHS employees as well as requested/required in staff development, in-service, and other educational and related activities.

**Demonstrate knowledge and understanding of and compliance with:**

* Infection control policies and procedures for position.
* All pertinent safety, health and environmental policies, procedures and guidelines.
* Working safely, without causing harm or risk to self, others or property.
* The work environment and all safety procedures.
* Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or safety violations.
* The appropriate use of all safety equipment and personal protective equipment.

**WORKING CONDITIONS**: Variable shifts, variable weekday, weekend and holidays, on demand as needed. Majority of work is Indoors, rarely outdoors to transfer patient. Medical office, Emergency Room, Hospital, and off campus for Health Fair/conference.

**JOB EXPOSURES:**

May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes, sharps, body fluids and physical, psychological and emotional stress.

**PHYSICAL REQUIREMENTS:**

* Meet general health requirements according to facility policy, including medical/physical exams and checking immunity status to various infectious diseases.
* Ability to lift, move, push or pull 40 pounds.
* Hand Functions: grasp and pinch frequently.
* Visual: optimal vision required to read information, reports, instructions, labels etc.
* Work at desktop for extended periods.
* Frequent standing and walking, bending and working at all levels for extended periods.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator)

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Employee Date

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CEO/Administrator Date