



Position Description

INDEX NUMBER: 125.01.1

DATE INITIATED: 11/1/82

DATE REVISED: 11/18/09

IDENTIFICATION:

Title: Chief Nursing Officer (CNO)
Department: Patient Care Services
Reports To: CEO

Position Status: Salaried Exempt Non-Exempt

SUMMARY

Functions as Executive Nurse leader for Primary/Acute Care Services: Medical Surgical Unit; Behavioral Care Services; Coronary Care; Emergency Department; Obstetrics/Nursery Unit; Surgery Department; Pharmacy; Respiratory Therapy; Physical Therapy; Occupational Therapy; etc. Is also the designated Nurse Leader who coordinates and provides accountability at the executive level for operations and staffing for all nursing care areas of the hospital.

PRINCIPLE ACCOUNTABILITIES

1. Assists in the development and implementation of appropriate goals and objectives for Primary Care Services and related activities.
2. Participates in and recommends departmental goals and objectives as part of the overall hospital strategic planning process.
3. Is responsible for the development and implementation of the budgets for all assigned departments.
4. Operates all assigned departments within budget guidelines; is alert to cost containment opportunities and communicates these to the Administrator and takes appropriate action.
5. Assists the Administrator and other department head in improving the flow of paper work and communication.
6. Coordinates Infection Control and Quality Assurance for all assigned departments.
7. Attends all Medical Staff meetings.
8. Facilitates monthly Nursing Staff meetings.
9. Together with the Medical Staff Department Advisors, assists with the formation of appropriate treatment protocols.
10. Provides administrative direction and treatment/technical consultation for patient care activities of all assigned departments.
11. Serves as an active member of the Utilization Review Committee, Pharmacy and Therapeutics Committee, and other committees as requested.
12. Is responsible for disaster, fire, employee health, and safety programs in assigned departments.
13. Evaluates the need for and recommends new equipment of supply items to the Administrator.
14. Actively promotes and maintains a harmonious relationship among assigned personnel and with the physicians, patients and the public actively promotes the concept of and functions as part of an overall hospital team effort in providing patient care.

QUALIFICATIONS

1. Graduate from an accredited school of nursing; Master Degree preferred, BSN trained, ongoing continuing education, or an equivalent combination of education and/or experience.
2. Minimum of five (5) years of hospital nursing experience, including supervisory experience and training, with adequate exposure to all nursing service departments and ancillary services.
3. Current Washington State RN License.
4. CPR "C" course renewed every two years.

LCCH MANAGEMENT STANDARDS

1. Ability to define customers and establish department specific customer service standards (within the organization's framework). Trains employees to these specific standards and measures performance against those standards on an on-going basis.
2. Follows up on patient and family care/customer issues promptly.
3. Communicates job expectations to employees in advance and reinforces these expectations through regular and timely feedback and coaching.

4. Applies the formal disciplinary process, as necessary, using consultation with Administrative Supervisor and HR.
5. Allocates adequate resources to allow their employees to fulfill their job responsibilities safely and efficiently and to provide opportunities for growth and advancement.
6. Develops a department that supports LCCH's vision, mission and department goals.
7. Manages revenue and expenses to the established budget and reports and explains reasons for budget variances and planned corrective actions that will be taken.
8. Conducts regular department meetings on a schedule appropriate to the needs of the department, with a written agenda that includes sharing of departmental and hospital-wide topics.
9. Establishes other formal and informal mechanisms to encourage communication of information and concerns between management and employees.
10. Maintains 24 hour responsibility for departmental operations including staffing and scheduling.
11. Responsible for all educational processes relating to regulatory compliance to include 'New Employee Orientation', 'Annual Mandatory Updates' and continuing education. Awareness of current licensing and other required certifications for departmental staff.
12. Represents LCCH ethically in business and professional relationships.
13. Acts as a positive role model for the guiding principles, policies and procedures, work ethics and code of conduct.
14. Able to work effectively with and through others. A team leader with skills that foster and sustain a high-trust culture. Ability to bring out the best in others.
15. Manages an effective departmental Quality Assurance/Performance Improvement (QAPI) program that includes a focus on safety and patient centered care.
16. Enforces methods of protecting the confidentiality, integrity and security of confidential information as required by law, professional ethics and accreditation requirements as referenced in policies 215.29, 150.15 & 150.17.
17. Demonstrates understanding of and adherence to the elements of the Environment of Care and the relationship to the safety and security of our patients, their guests and our staff.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

REVIEWED BY

[Handwritten Signature]
 (Signature and title)

ADMINISTRATIVE APPROVAL

[Handwritten Signature] *Interim CEO*
 (Signature and title)

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description and I am able to perform the job functions and meet the physical requirements without restriction(s):

 Employee Signature

 Date



Department: Patient Care Services

Job Title: CNO

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Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hour of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
			x	Walking
			x	Sitting/Standing
			x	Reaching: Shoulder height
			x	Above shoulder height
			x	Below shoulder height
		x		Climbing
		x		Pulling/Pushing: 25 pounds or less
		x		25 to 50 pounds
	x			Over 50 pounds
		x		Lifting: 25 pounds or less
		x		25 to 50 pounds
	x			Over 50 pounds
		x		Carrying: 25 pounds or less
		x		25 to 50 pounds
	x			Over 50 pounds
		x		Crawling/Kneeling
		x		Bending/Stooping/Crouching
		x		Twisting/Turning
		x		Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

Unprotected heights _____

Lighting: Bright _____

Dim _____

Mechanical hazards X

Hazardous substances X

Infectious diseases X

Harmful physical agents:

Heat/Cold _____

Noise X

Ionizing/non-ionizing radiation not likely

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

 X Good X Correctable _____ Blind

 X Normal _____ Impaired _____ Deaf

 X Normal _____ Moderate Loss _____ Fair

 X Good _____ Fair _____ Fair

 X Good _____ Fair _____ Mute

Vision

Color Vision

Hearing

Manual Dexterity

Talking/Speech