

 Job Description

**Job Title:** Executive Director of Nursing

**Classification:** Full Time/Exempt

**Education Required:** Master’s Degree in Nursing in progress or

 completed, required.

**Reports to:** CEO

**Creation Date:** 01/31/2017

# Revised Date:

**Job Summary**

Functions under the direction of the CEO of the Hospital. Given broad guidance and direction and is expected to function with initiative and independent judgment.

The Executive Director of Nursing provides strategic leadership as the senior executive position responsible for all nursing and other designated patient care functions and services within the hospital organization. The role assumes responsibility for assessing, planning, coordinating, implementing and evaluating nursing practice on a facility level. The role assumes 24/7 responsibility and has accountability to ensure high quality, safe and appropriate nursing care, competency of clinical staff, and appropriate resource management related to patient care. The Executive Director of Nursing represents nursing concerns to the CEO.

**Essential Duties and Responsibilities:**

* Understand and articulate patient care standards reflected in federal and state regulations, The Joint Commission, and organizational policies and procedures.
* Manages administrative and financial responsibilities of the nursing department. Completes management reports in a timely manner.
* Responsible for providing on-going performance feedback and annual evaluations for all direct reports. Provides mentoring, coaching, and discipline, as needed.
* Schedules and conducts periodic staff meetings to bring supervised employees up to date on strategic plans, performance, clinical and/or administrative issues, policies and procedures.
* Maintain current knowledge of patient care delivery systems and innovations.
* Ensure that nursing practice is consistent with current standards and current evidenced based practice.
* Maintain knowledge of current nursing practice and roles and functions within nursing and other healthcare disciplines.
* Serve as change agent when patient care work/workflow is redesigned.
* Assure that the clinical perspective is included in organizational decisions.
* Contribute to the development and implementation of the organization’s performance improvement program. Support the development and implementation of an organization-wide patient safety program.
* Monitor and evaluate quality through public reported measure (i.e. core measures, nurse sensitive patient outcomes, infection control, etc.) in collaboration with the facility Director of Quality Improvement, as well as national resources.
* Actively participate in facility clinical incidents or “close calls”.
* Define quality metrics by identifying the problem/process, measuring success at improving specific areas of patient care, analyzing the root causes or variation from quality standards, improving the process with the evidence, controlling solutions and sustaining success.
* Interpret information from research and participate in studies that provide outcome measurements.
* Utilize research findings for the establishment of standards, practices, and patient care models in the organization and disseminate research findings to patient care team members.
* Support the facility-wide patient safety program and work to design safe clinical systems, processes, policies and procedures.
* Allocate nursing resources based on measurement of patient acuity/care needed.
* Ensure staff is clinically competent and trained on their role in patient safety, performance improvement, and risk management.
* Support a safe culture that assures accountability and respects values and individual contributions.
* Collaborate with Risk Management to monitor and follow up on clinical risk trends.
* Identify, mitigate and take action to correct areas of risk/liability in patient care.
* Facilitate facility level annual pressure ulcer prevalence and incidence study results with corrective action.
* Collaborate with related team members to monitor and evaluate a Culture of Safety through active coaching of direct reports to insure that the culture of safety is cultivated at the facility.
* Support the annual AHRQ Patient Safety Survey and follows up with corrective actions.
* Supports and takes initiate to ensure the highest level of usage of EMR within the facility.
* Demonstrates basic competency in technology applications related to business and clinical functions.
* Recognizes the relevance of nursing data for improving practice.
* Utilizes facility database management, decision support, and expert system programs to access information and analyze data from disparate sources for use in planning for patient care processes and systems.
* Participates in system change processes and utility analysis.
* Evaluates and revises patient care processes and systems.
* Participates in the evaluation of information systems in practice settings.
* Uses computerized management systems to record administrative data (billing data, quality assurance data, workload data, etc.).
* Demonstrates proficient awareness of legal and ethical issues related to client data, information, and confidentiality.
* Reads and interprets benchmarking, financial and occupancy data.
* Other duties as may be assigned.

**Job Requirements**

**Education:** A Master’s degree in Nursing, either in progress or completed, is required.

**Certification/Licensure:** Licensure as an RN in the State of Indiana is required.

**Experience:** At least five (5) years of progressive management experience in a hospital environment as Nursing Director of multiple, complex nursing departments, is required. Highly effective interpersonal and communication skills required. Proven leadership ability and hospital operational expertise, required. Ability to serve as role model and advocate for the professional discipline of nursing. An individual able to effectively and efficiently organize patient care promoting optimal outcomes, patient safety, and patient, physician and employee satisfaction. Ability to effectively mentor and develop staff, encouraging professional growth and achievement. The ability to take the lead in complying with regulatory standards, rules and laws.

**Physical Ability:** Frequent sitting, standing and walking. Ability to stoop, bend, pull and reach. Good visual acuity.