HOSPITAL CHIEF NURSING OFFICER

DEFINITION
Under administrative direction, serves as the highest-level senior manager over various nursing-related patient care divisions within Natividad Medical Center (NMC); manages, directs, plans and coordinates the functions and activities of assigned areas; oversees and administers assigned patient care programs and services; assists the Hospital Chief Executive Officer, the Board of Trustees and other administrators in the development, formulation and implementation of hospital strategic plans and serves as part of the hospital’s senior management team; may act for the Chief Executive Officer in his/her absence; provides direct input regarding the organizational structure of the hospital; provides expert professional assistance to hospital executives regarding nursing-related matters; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS
This is a single-position class that describes the highest-level senior manager over nursing-related patient care divisions within the County’s hospital and also serves as the chief expert for the hospital regarding professional nursing issues. The incumbent has broad responsibility and accountability for assigned programs, functions and operations and serves as a key member of the hospital’s senior management team. Assignments primarily emphasize nursing and related patient care areas.

Hospital Chief Nursing Officer is distinguished from the Director of Nursing in that later directly assists with the day to day operations to include planning, organizing, and directing the daily activities of the Nursing Services Division, to include the Intensive Care, Pediatrics, Medical Surgical, In-patient Surgery, Out-patient Surgery, Neonatal Intensive Care, Mother Infant, Labor & Delivery, Extended Care and Mental Health Units at NMC.

EXAMPLES OF DUTIES
Nothing in this specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

1. Plans, organizes and directs hospital Nursing, Nursing Education and other departments as assigned.
2. Directs the personnel management activities of assigned areas; guides subordinate directors, managers and supervisors in the selection, hiring, training and development of staff as well as performance appraisal, documentation of deficiencies, performance recognition and disciplinary action; develops, supervises and appraises direct subordinates; plans and implements disciplinary actions as needed, working with Human Resources and legal staff as appropriate; makes recommendations to the Chief Executive Officer regarding the evaluation, promotion, transfer or discipline of nursing personnel.
3. In coordination with Nursing Services Division Managers ensures appropriate nurse staffing and clinical care per regulatory and hospital policies.
4. Establishes and directs the nursing model; reviews and evaluates administrative and clinical nursing procedures within the hospital; directs and oversees the development and implementation of clinical and operational policies, procedures and standards, including quality assurance activities, for assigned areas; initiates changes as needed.
5. Confers with other hospital management and supervisory personnel to discuss management and patient care issues; confers with hospital administrative and medical staff regarding nursing program needs and administrative matters.
6. Participates in hospital-wide strategic planning activities to ensure the delivery of comprehensive and coordinated health services.

7. Monitors and evaluates new or revised regulatory agency and industry laws, regulations and standards applicable to assigned areas and ensures that assigned activities comply with all requirements.

8. Represents assigned areas to other hospital divisions, other County departments, and external agencies to coordinate activities, identify issues, resolve problems and share information.

9. Directs the preparation and maintenance of nursing records, reports and statistics in accordance with administrative and nursing policies as well as JCAHO, Title 9 and Title 22 regulations.

10. Directs the development and implementation of an in-service training program; confers with education and training staff to ensure that the education and training needs for staff in assigned areas are met.

11. Conducts and/or participates in a variety of staff and committee meetings; serves on task forces and commissions as assigned.

12. Directs and participates in the preparation and administration of Nursing Service, budgets and capital outlay requests; evaluates staffing, equipment and supply needs; prepares justifications and cost benefit analyses; reviews and recommends approval of expenditures; oversees the procurement of supplies and equipment for assigned areas.

13. Prepares or reviews special studies, reports and documents; reviews and ensures proper completion of reports, records and other documentation.

**QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

**Thorough Knowledge of:**

1. Principles and practices of personnel management, including planning and organizing work, delegating authority, motivating subordinates, appraising performance and administering discipline.

2. Principles and practices of nursing that optimize patient care.

3. Principles of nursing administration and organization.

4. Patient care standards mandated by regulatory agencies.

5. Acute care hospital policies, procedures and routines.

6. Laws and regulations governing hospital operations, nursing practices, administering and accounting for medication, consents for treatment and related matters, such as Title 22 of the General Acute Care Hospital Regulations and the Joint Commission on Accreditation of Hospitals (JCAHO), and the Nurse Practice Act.

**Working Knowledge of:**

1. The use of standard computer-based business applications.

2. General financial principles and procedures pertaining to budget development, monitoring and justification.

**Skill and Ability to:**

1. Plan, organize, develop and direct nursing and related services for a large acute care hospital.
2. Manage and supervise the work of others, directly and through subordinate managers.
3. Appraise performance, counsel and train employees, directly and through subordinate supervisors; develop and implement disciplinary actions as necessary.
4. Direct the development and implementation of effective policies and procedures.
5. Evaluate the quality and effectiveness of nursing and related services and make necessary improvements.
6. Understand, interpret and apply laws, rules, regulations and policies related to nursing and hospital administration.
7. Collect, interpret and evaluate narrative and statistical data pertaining to administrative, fiscal management and clinical nursing matters.
8. Prepare complex reports, memoranda and other written materials.
9. Analyze and resolve complex problems related to nursing service management.
10. Communicate clearly and concisely, both orally and in writing; present findings, recommendations and policies before boards, commissions and/or committees.
11. Provide excellent public relations and courteous customer service.
12. Establish and maintain cooperative working relationships with others including physicians, nurses, administrators, managers, vendors, contractors and other health care industry personnel.

REQUIRED CONDITIONS OF EMPLOYMENT
As a condition of employment, the incumbent will be required to:
- Possess and maintain a valid California license as a Registered Nurse.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING
The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience:
Five years of increasingly responsible clinical or administrative nursing work in an acute care hospital setting, including at least two years in a management capacity.

AND

Education/Training:
Possession of a Master’s Degree in Nursing from an accredited college or university. In addition, a Bachelor’s Degree in Business Administration, Hospital Administration, or a related field is highly desirable. Membership (or eligibility for membership) in the American College of Healthcare Executives (ACHE) is desirable.

PHYSICAL AND SENSORY REQUIREMENTS
The physical and sensory requirements for this classification include:
- Mobility and Lifting: Frequent sitting for extended periods of time; frequent standing; frequent lifting up to 25 pounds; occasional lifting up to 50 pounds.
2. **Visual:** Constant ability to read information, including close up; constant ability to use a computer screen; frequent use of good overall vision, including color perception.

3. **Dexterity:** Constant eye and hand coordination and manual dexterity to write, operate a computer keyboard and finely manipulate small objects.

4. **Hearing/Talking:** Constant ability to hear normal speech; frequent ability to hear and talk on the telephone and in person.

5. **Emotional/Psychological:** Constant ability to make decisions and concentrate; frequent exposure to grief and death.

6. **Special Requirements:** Frequent risk of exposure to biohazards, infectious organisms and hazardous chemicals.

---

**CLASS HISTORY**

- **Class Code:** 12C28
- **Established Date:** July 2007
- **Revised Date:** N/A
- **Former Title:** N/A

---

**CLASS DATA**

- **Job Group:** 01
- **EEO Category:** OA
- **Work Comp. Code:** 8830
- **Bargaining/Employee Unit:** Y
- **FLSA:** E
- **MOCO OT:** N

Prepared by: Cooperative Personnel Services, Jannean Bentley

/s/ Dianne Dinsmore

County Administrative Office

08/02/07

Date