

## **Schleicher County Medical Center Position Description**

**Job Title:** Chief Nursing Officer  
**Department:** Nursing  
**Reports To:** Administrator  
**FLSA Status:** Exempt

**SUMMARY:** Responsible for the oversight of the organization and administration of the nursing department including the following areas: Emergency, special procedures, trauma, Swing Bed, inpatient and outpatient, infection control, quality assessment and performance improvement, and employee health in accordance with current applicable federal, state statutes and regulations and facility guidelines. Assure the highest degree of quality patient care is maintained at all times. Determine work procedures, prepare work schedules and expedite work flow. Serve as patient advocate.

### **QUALIFICATIONS:**

- Competent in clinical skills and use of medical equipment.
- Knowledgeable in the implementation and evaluation of the nursing process and patient care standards.
- Maintain discretion and confidentiality in communications.
- Knowledge of licensing requirements, nursing practice act, statutes and rules applicable to nursing.
- Knowledgeable in the implementation and evaluation of Infection Control and Prevention Programs and Employee Health Program.
- Proficient in applicable computer software programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Function as a part of the management team; work closely with medical providers and abide by and enforce all plans and policies.
- Work closely with Administrator informing of any patient related issues and the coordination and resolution of the issues.
- Responsible for developing and maintaining a master staffing plan.
- Responsible for reporting variances to the Administrator and Board of Control.
- Hire, orient, supervise, counsel, evaluate, discipline or terminate personnel using organizational guidelines and departmental goals and objectives per hospital policies.
- Develop, maintain and interpret department policy and procedures.
- Communicate ongoing activities to corporate board monthly.
- Maintain positive and effective working relationships within nursing and allied health staff, medical staff, and all other hospital departments.
- Ensure accuracy, consistency and uniformity of data recorded on the patient's medical records.
- Responsible for the implementation of and compliance with all safety policies and procedures within the department.
- Miscellaneous duties as assigned requested and/or required.

**EDUCATION and/or EXPERIENCE:**

- Current Registered Nurse licensure
- Entry Level Degree or Diploma in Nursing, Masters degree in nursing or health related field preferred
- Basic Life Support (BLS) certificate
- Advanced Cardiac Life Support (ACLS) certificate
- Trauma Nursing Core Course (TNCC) certificate
- Pediatric Advanced Life Support (PALS) certificate **OR**
  - Emergency Nursing Pediatric Course (ENPC) certificate
- Neonatal Resuscitation Program (NRP) certificate, preferred
- 2 to 4 years of recent progressive experience preferred
- CPR instructor preferred

**LANGUAGE/READING SKILLS:**

- Must be able to communicate verbally and in writing in English.

**MATHEMATICAL SKILLS:**

- Competent in dosage calculations.
- Basic statistical concepts.

**REASONING ABILITY:** Responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

**WORK ENVIRONMENT:** Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Frequently be able to lift 25 pounds from the floor to waist level and may occasionally be required to assist moving adult patients. Specific vision abilities include close vision and the ability to clearly focus vision. Specific hearing abilities using the stethoscope for breath sounds and Korotkoff sounds.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date