

**CENTRAL MONTANA MEDICAL CENTER
MANAGEMENT POSITION DESCRIPTION**

Position Title	CHIEF NURSING OFFICER	Grade	
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Department	Nursing	Exempt	X
Immediate Supervisor	Administrator/CEO		
Supervisor next in line	Administrative Board	Workweek	Up to 40 hours/week

POSITION SUMMARY

The Chief Nursing Officer is responsible for providing the necessary leadership, management, and oversight to affect the delivery of contemporary, cost-conscious, and professional nursing services to the patients of Central Montana Medical Center.

Minimum Education, Experience, Licensure, Certification required:

1. Must hold a minimum of BS in Nursing and be currently licensed to practice in the United States. Must be licensed in the state of Montana within 90 days of hire.
2. Master's degree in applicable Nursing or business field is preferred.
3. Must have at least two years experience in Nursing Management or Administration with demonstrated progressive, competent, and professional nursing abilities and leadership.
4. Demonstrated competency in fiscal and budgetary design and planning, productivity systems, interpersonal skills, and clinical nursing frameworks.
5. Demonstrates through professional growth and achievement a commitment to personal, clinical and managerial learning.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements.
- 2 Responsible for overall operation of the NURSING SERVICES Department.
- 3 Maintains documentation and meets requirements for Quality Assurance/Improvement.
- 4 Completes employee evaluations on time, offers guidance for professional growth when/where appropriate.
- 5 Develops and demonstrates effective communication tools to disseminate information and to interact with department's and organization's staff.
- 6 Participates in meetings and events as required or requested.
- 7 Completes required productivity reports in a timely manner.
- 8 Ensures the continuous and timely availability of nursing services to patients and staff cared for by Medical/Surgical, Emergency Department, ICU/CCU, Outpatient and Surgical Services, Obstetrics, Home Health and Hospice, Cardiac Rehab, Infection Control, and Employee Health, and Social Services.
- 9 Ensures that nursing standards of patient care and standards of nursing practice are consistent with current nursing research findings and nationally recognized professional standards.
- 10 Implements the findings of current research from nursing and other literature into the policies and procedures governing the provision of nursing care.
- 11 Assigns responsibility to individuals or groups of nursing staff members to act on improving the nursing service's performance.
- 12 Actively participates in the hospital's leadership functions with medical and community members.
- 13 Collaborates with other industry, medical, hospital and nursing leaders to design, implement and maintain functional and contemporary nursing care services appropriate to the needs of the patient, community, and organization.
- 14 Participates with CEO and CFO and is responsible to budget for adequate capital and nursing FTE's to meet organizational and professional guidelines.
- 15 Evaluates the educational needs of nursing staff and departments and develops and initiates programs to meet educational objectives.

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16 Participates with Performance Improvement Teams to evaluate and improve clinical and customer services in ancillary and nursing services.

17 Ability to communicate verbally and in writing, actively listen, and problem solve.

Knowledge, Skills, Abilities:

SUPERVISORY-EMPLOYEE MANAGEMENT PRACTICES

1. Interviews, hires, counsels, disciplines, evaluates, and fires employees in conjunction with nursing coordinators and in compliance with organizational and governmental practices or policies.
2. Writes and redesigns nursing job analysis to meet the needs of the organizational vision and mission statements.
3. Performs performance evaluations on nursing management, assists management as needed to evaluate and review nursing staff.

PUBLIC RELATIONS/COMMUNITY HEALTH ASSESSMENT

1. Maintains a working understanding of Healthy People 200/2010 guidelines.
2. Able to publicly address issues in health care and educate community members when needed.
3. Instrumental in designing health and safety outreach projects within community to improve health and promote CMMC's role.

LEGISLATIVE AND REGULATORY

1. Knowledge and understanding of federal and state regulatory statutes regarding patient care and reimbursement.
2. Ability to translate current evidence based concepts in care into meaningful and instructive policy / nursing procedure.

EDUCATIONAL

1. Ability to inform administrative, medical, and community interests about nursing scope of practice and professional contribution.
2. Advocates for nursing issues and practice within the organization.
3. Able to design, implement and interpret Performance Improvement projects within the nursing service.
4. Responsible for assuring a minimum of 12 hours of continuing education is offered to nursing staff on a yearly basis.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

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OTHER EXPOSURE for this position:

X	Radiation	
X	Noise	
X	Other (Specify)	Electrical/defibrillator

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date