

## **CLASS TITLE: ASSOCIATE CHIEF NURSE (BHDDH)**

Class Code: 02884500

Pay Grade: 45A

EO Code: A

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Behavioral Health, Developmental Disabilities and Hospitals, to lead, direct and control all nursing service activities and related services as assigned; to plan, organize, administer and manage the delivery of quality and cost-effective patient care services; to establish standards of care and practice, ensure staff competence, and evaluate and improve the effectiveness of the processes and systems which support both patient care and staff performance; to serve as liaison between nursing services and the medical staff; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief Nursing Officer of the Eleanor Slater Hospital.

**SUPERVISION EXERCISED:** Directs and supervises all nursing services staff except the Staffing and Nursing Education Offices.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Behavioral Health, Developmental Disabilities and Hospitals, to establish standards of care and practice, ensure staff competence, and evaluate and improve the effectiveness of the processes and systems which support both patient care and staff performance.

To serve as liaison between nursing services and the medical staff.

To design, implement, and sustain system structures and processes ensuring excellence in professional nursing practice and quality patient care.

To provide administrative leadership and accountability for the quality and appropriateness of nursing care delivered to patients.

To support the organization's mission, vision and values by incorporating the organization's service standards into the daily nursing services to address the unique needs and expectations of patients, families and employees.

To assist a superior in oversight of daily operations, short and long range strategic planning, fiscal management, human resource management, and effective quality improvement.

To contribute to the continuous improvement of nursing services and staff.

To participate in the development and implementation of the patient services strategic plan.

To determine avenues to improve value of care and services.

To integrate nursing services on both campuses.

To participate in efforts to refine processes to support patient care.

To provide vision, direction, and leadership throughout the department of nursing and organization in general.

To create and encourage an environment that focuses on team, holds self and others accountable for actions and outcomes.

To represent the organization at local, state, and regional level through involvement in professional organizations and associations.

To assure adequate quality and quantity of staff through effective recruitment and retention

strategies, diversity plans, and productivity measures.

To cultivate an atmosphere that promotes employee engagement and appreciation, where staff are encouraged to function at their highest and best, and where they routinely attain maximum potential in performance. Promotes exceptional employee relations.

To assure efficiency in staffing and resource utilization as measured by productivity and budget targets as developed.

To continually assess and improve the performance of care and services provided.

To promote and maintain an environment that is focused on patient safety.

To facilitate the development and implementation of evidence based practice and quality efforts.

To evaluate factors related to safety, outcomes, effectiveness, cost, and community impact when developing and implementing practice innovations.

To collaborate with the Chief Medical Officer and medical staff in planning, implementing and evaluating patient care programs.

To perform Chief Nursing Officer duties in the absence of Chief Nursing Officer.

To oversee a comprehensive performance appraisal program and ensure availability of related staff development.

To chair or serve on a number of nursing services and hospital committees, task forces and workgroups.

To maintain a current knowledge of new developments in nursing and related fields and investigate the applicability of these developments to patient care services at the hospital.

To manage nursing expenditures and staffing resources for improvement activities, ensuring the efficient delivery of cost effective services to patients, physicians, and hospital departments.

To assist in the development of programs for the education of professional and non-professional patient care staff.

To approve and contribute to the orientation and education programs for the organization as they relate to nursing staff.

To maintain nursing skills through participation in continuing education and maintenance of certification activities in the appropriate specialty/subspecialty.

To communicate new/revised protocols, guidelines, standards, and policies.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques involved in administering a multi-faceted program of general nursing services in a hospital setting, serving acute, long term care and psychiatric patients; a thorough knowledge of the principles, practices, and techniques of nursing education; the ability to effectively demonstrate verbal, non-verbal, and written communication skills, including ability to present data in an accurate and compelling manner; the ability to lead sustainable change through collaborative and emotionally intelligent leadership; the ability to grasp the importance of self-management in today's stressful and rapidly changing healthcare environment; the ability to work collaboratively with multi-disciplinary team members who are mutually accountable; the ability to organize, coordinate and manage multiple simultaneous projects with minimal oversight; the ability to inspire and motivate others, while promoting the mission and vision of the organization; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a post graduate degree in Nursing or a related field, such as Health Administration, Business, Public Health, or Management; and

Experience: Such as may have been gained through: A minimum of five (5) years of progressive leadership experience in nursing management in a hospital or related health care setting to include staffing, budget development and administration, regulatory compliance, patient experience, clinical quality, and patient safety.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Must meet nursing registration requirements consistent with Rhode Island laws and regulations, and must maintain licensure, certification or registration as a condition of employment.

Class Created: July 23, 2017