

**CLASS TITLE: CHIEF NURSING OFFICER (ELEANOR SLATER HOSPITAL)**

Class Code: 02881400  
Pay Grade: 58A  
EO: A

**CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** To provide strategic leadership as the senior executive position responsible for all nursing and other designated patient care functions and services within the hospital organization on both campuses; to assume responsibility for assessing, planning, coordinating, implementing and evaluating nursing practice on a facility level; to assume 24/7 responsibility and accountability to ensure high quality, safe and appropriate nursing care, competency of clinical staff, and appropriate resource management related to patient care; to represent nursing concerns on the governing board and at medical staff leadership meetings; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of and reports directly to the Chief Executive Officer of the Eleanor Slater Hospital; work is subject to review through consultations and submitted reports for conformance to all established policies, procedures, regulatory and accreditation requirements, as well as Rhode Island state laws and policies governing the hospital.

**SUPERVISION EXERCISED:** Directs and supervises all nursing services staff; provides administrative leadership and accountability for the quality and appropriateness of nursing care delivered to patients. Contributes to the continuous improvement of nursing services and staff; responsible for employment actions, including coaching, candidate selection, training and development, performance appraisals, work assignments, and disciplinary action for all hospital nursing staff on both campuses; responsible for financial management of the nursing operating budget.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To provide strategic leadership as the senior executive position responsible for all nursing and other designated patient care functions and services within the hospital organization on both campuses.

To assume responsibility for assessing, planning, coordinating, implementing and evaluating nursing practice on a facility level.

To assume 24/7 responsibility and accountability to ensure high quality, safe and appropriate nursing care, competency of clinical staff, and appropriate resource management related to patient care.

To represent nursing concerns on the governing board and at medical staff leadership meetings.

To establish and maintain policies and procedures to assure patient care excellence and safety.

To initiate and monitor quality control measures to insure these standards of care are achieved and maintained.

To integrate nursing services on both campuses.

To implement and maintain a staffing model that meets state regulations in the most productive manner.

To serve as a member of the hospital's executive management team, with responsibilities for

planning, policy development and administration of the entire hospital.

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

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 work groups.

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 promote the use and implementation of technology in the workplace in order to streamline operations, facilitate communications, and optimize work processes.

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

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 large hospital serving acute, long term care and psychiatric patients; a thorough knowledge of the principles, practices, and techniques of nursing education and the ability to apply such knowledge to the overall planning, organization, direction and coordination of nursing education programs within the hospital; ability to effectively and efficiently organize patient care to promote optimal outcomes, patient safety, and patient, physician and employee satisfaction; a thorough knowledge of the organization, facility operation and resources available; extensive knowledge in the areas of labor relations, financial management and laws, regulations and standards that impact upon nursing services; the ability to plan, organize and review the work of professional and non-professional staff personnel; demonstrated highly effective interpersonal and communication skills; the ability to effectively work with superiors, subordinates, associates, and various public and private agencies and organizations; a thorough knowledge of regulatory standards, rules and laws; demonstrated leadership ability and advocacy for the professional discipline of nursing; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from an accredited school of professional nursing with a Bachelor's Degree in Nursing; and, possession of a post graduate degree in Nursing, or a health-care related field (i.e. Health Administration, Business, Public Health, or Management); and,

Experience: Such as may have been gained through: at least five years of progressive management experience in a facility environment (psychiatric facility preferred) as an Associate Chief Nursing Officer or Nursing Director of multiple, complex nursing departments.

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

SPECIAL REQUIREMENT: Must be licensed as a registered professional nurse in the state of Rhode Island in accordance with Rhode Island laws and regulations and must maintain licensure and registration as a condition of employment. CENP or NEA preferred.

Class Created: June 12, 2016