

CLASS TITLE: EXECUTIVE NURSE (RI VETERANS HOME)

Class Code: 02881600

Pay Grade: 45A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: At the RI Veterans Home, to provide leadership, direction and control of 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; serves as point person for regulatory agencies to include DOH and the Veterans Administration, in cooperation with other agency executives, develop budgets, management plans, goals, policies and procedures; has general responsibility for all nursing services staff, activities, performance and outcome, to include recruitment, interviewing and hiring, probationary reviews, evaluates nursing operational issues and coordinates with personnel department to determine appropriate actions; works with various union representatives to address facility labor issues, and is responsible for and maintains the nursing license for the facility and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the administrator, with broad latitude for the exercise of independent judgement; work is reviewed through conferences and reports for adherence to guidelines, policies and regulations.

SUPERVISION EXERCISED: Directs and supervises all nursing services staff, and is responsible for all facility operations in the absence of the Administrator.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

At the RI Veterans Home, to provide leadership, direction and control of 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; serves as point person for regulatory agencies to include DOH and the Veterans Administration, in cooperation with other agency executives, develop budgets, management plans, goals, policies and procedures; has general responsibility for all nursing services staff, activities, performance and outcome, to include recruitment, interviewing and hiring, probationary reviews, evaluates nursing operational issues and coordinates with personnel department to determine appropriate actions; works with various union representatives to address facility labor issues, and is responsible for and maintains the nursing license for the facility

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; in cooperation with other agency executives, to develop budgets, management plans, goals, policies and procedures.

To serve as senior executive nurse and integrate nurse services into the overall clinical care system within the home with responsibility for all nursing services staff, activities, performance and outcomes.

Within the overall management structure of the home, to be responsible for financial, human and material resources assigned to or necessary for the operation of effective and efficient nursing services.

To serve as a member of the agency's executive management team, with responsibilities for planning and policy development, priority setting, and administration of the facility.

Serves as the lead person for the facility Emergency/Disaster Preparedness and Operations in collaboration with the Administrator.

To collaborate with 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 facility 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.

To coordinate and direct the development of new systems, procedures and methods of care.

To identify staffing needs and organization requirements necessary to provide quality patient care.

To develop and implement strategies to improve the delivery of patient care and the overall management of nursing service functions and activities.

To coordinate and direct recruitment, interviewing, and hiring for nursing personnel, to include corrective actions involving personnel matters.

Serves as point person for regulatory agencies to include DOH and Veterans Administration surveys and inquiries.

Responsible for the facility's Nursing License at the Department of Health.

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 nursing home facility 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 home; a thorough knowledge of the organization and resources available; 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; the ability to establish and maintain effective working relationships with superiors, subordinates, associates, and various public and private agencies and organizations; a thorough knowledge of Joint Committee on Accreditation of Health Care Organizations standards and practices, Quality Assurance/Quality Improvement and performance standards, clinical programs, and management practices as they relate to fiscal, human and material resources; demonstrated skill and ability in leadership; and

related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited school of professional nursing resulting in a Bachelor's Degree in Nursing and, possession of a Master's Degree in Nursing or a health-care related field; and

Experience: Such as may have been gained through: extensive experience in Clinical Nursing and employment in progressively more responsible administrative positions involving the planning, coordination and review of nursing services in large hospital setting.

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

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

Class Created: November 7, 1994

Editorial Review: 3/15/2003

Class Revised: July 23, 2017