

CLASS TITLE: EXECUTIVE NURSE - ELEANOR SLATER HOSPITAL

Class Code: 02881600
Pay Grade: 42A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide leadership, direction and control of all nursing service activities; plans, organizes, administers and manages the delivery of quality and cost-effective patient care services; establishes standards of care and practice, ensures staff competence, and evaluates and improves the effectiveness of the processes and systems which support both patient care and staff performance; serves as liaison between nursing services, the medical staff and all hospital support services; in cooperation with other hospital executives, develops budgets, management plans, hospital goals, policies and procedures; has general responsibility for all nursing services staff, activities, performance and outcome; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Chief Operating Officer of the hospital, 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.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide leadership and overall management of nursing care and related services as assigned.

To establish and maintain policies and standards for nursing services and patient care.

To establish and maintain a system to measure and improve quality of patient care.

To serve as senior executive nurse and integrate nurse services into the overall clinical care system within the hospital.

Within the overall management structure of the hospital, 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 hospital's executive management team, with responsibilities for planning and policy development, priority setting, and administration of the entire hospital.

To collaborate with the Medical Director 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 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 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; 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.

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