

KIOWA COUNTY MEMORIAL HOSPITAL

JOB DESCRIPTION

POSITION Chief Nursing Officer (CNO) – Full time

SUMMARY

This position is responsible and accountable for the delivery of nursing services for all nursing staff and emergency nursing operations. The CNO has administrative responsibility for risk management, utilization management, reimbursement, and specific specialties such as critical care, cardiac care, acute care, skilled care, and all other services offered in the hospital.

EDUCATION

Currently licensed as a professional registered nurse in the state of Kansas. A Bachelor of Science in Nursing and/or a Master's of Nursing Administration is preferred but not required.

EXPERIENCE REQUIRED

Broad clinical background with a minimum of five years management/administrative experience required.

SKILLS AND ABILITIES

Skills:

1. Skill in time management and prioritizing work.
2. Skill in the human resource management of staff from recruitment through evaluation and termination.
3. Skill in utilizing computerized systems to gather data, analyze results, and make recommendations.
4. Skill in developing/monitoring budgets and maintaining cost-effective nursing practices.

Abilities:

1. Ability to analyze data, problem solve, and make decisions related to nursing issues.
2. Ability to communicate with all levels and departments about nursing topics.
3. Ability to make presentations before top management, public groups, and staff.
4. Ability to collaborate with senior managers to improve clinical operations.
5. Ability to competently use Microsoft Office, including Word, PowerPoint, Excel, and appropriate practice management software.

ESSENTIAL RESPONSIBILITIES

1. Develop, review, and revise department organizational structure to delineate authority, functional responsibilities and lines of communication on an annual basis,
2. Assist in development of budgets for the following departments: Nursing Service, Swing Bed Unit, Emergency Room, Outpatient Services, Pharmacy, and Education.
3. Participate in all aspects of human resource management including educational programs, wage and salary administration, and fair labor practices.
4. Participate in the planning, policy development and priority-setting activities at the institutional level; ensure that nursing service policies are consistent with organizational goals and philosophy.
5. Develops policies and procedures that govern nursing service; collaborate in the development and implementation of multi-disciplinary policies.
6. Assume responsibility for the selection and retention of qualified nursing personnel to carry out the nursing care delivery in accordance with defined patient needs and organizational objectives.
7. Ensure that the nursing practice within the department of nursing is consistent with the Nurse Practice Act for the State of Kansas.
8. Represent nursing within the local community and promote continuity of care between the institution and other health care providers.
9. Maintain positive and effective working relationships with other departments, medical staff and local, state and federal health agencies to assure maximum benefits for patient care and the institution.
10. Develop, implement, support and participate in Customer Relations Programs for the department and institution.
11. Develop, implement, support and encourage positive and effective communications and working environment to support, retain and recruit nursing personnel and to promote professional attitudes, work habits and patient satisfaction.
12. Serve on department multi discipline, administrative and medical committees as outlined in department and/or administrative policy.
13. Develop and maintain an active interest in local, state and national professional organizations/activities/educational opportunities.
14. Responsible for supplies for nursing department, works with purchasing agent. Maintains contact with source of supply, or their representatives to keep informed on prices, trends availability of supplies, new items and reliability of supplies.
15. Responsible for creating an environment in which by all nursing employees can work together harmoniously, and with coordinated efforts in which each has an opportunity for self-expression, for creating growth.
16. Makes decision on the selection of personnel for appointment and promotion, and on the termination of employment in the department.
17. Acts as an administrative representative in the Hospital Administrators absence.
16. Performs additional duties as assigned by the Administrator.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

SUPERVISION

Hospital Administrator

PHYSICAL REQUIREMENTS

Medium work: Exerting 20 to 50 - pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds or force constantly to move objects.

Reasoning Development: Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Mathematical Development: Practical application of fractions, percentages, ratio, and proportion, logarithms, practical algebra, geometric construction, and essential of trigonometry.

Language development:

Reading: Passive vocabulary of 5000 – 6000 words. Read at a rate of 190 – 215 words per minute. Read instruction, rules, etc., looking up unfamiliar words in the dictionary for meaning, spelling, and pronunciation.

Writing: write sentences, using cursive style, proper punctuation and employing adjectives and adverbs.

Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.

ENVIRONMENTAL

Indoor, general hospital environment

TRAINING AFTER HIRE

Training programs that apply to position or enhance job performance will be required. Hospital wide in-service attendance will be required.

DESIGNATION FOR ACCESS TO HEALTH INFORMATION

Choose appropriate designation

- Demographic information only
- Financial information only
- Clinical information only
- All patient information for patients receiving physical therapy services



I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical, and KDHE background check
