Job Objective: Organize, direct and coordinate the activities of the professional and support staff engaged in the direct care of patients within the inpatient and emergency setting. Interpret, implement and carryout administrative policies and procedures. Provide leadership that is consistent with the core values, mission, vision, and ethics of Northern Rockies Medical Center along with policies and procedures.

2. Current Montana nursing license required.
3. Minimum five years of nursing experience.
4. Must not have any corrective action or disciplinary counseling within the last 24 months of employment.
5. Previous nursing leadership (i.e. charge nurse) experience required.
6. Current BLS, ACLS, PALS, and TNCC or ENCP within 6 months of hire.
7. Possess working knowledge of the health care environment, health care reform and care delivery systems as they apply to the clinical practices on the unit.
8. Ability to employ critical thinking skills, decision-making and judgment through the use of contextual perspective, evidence-based practice, discrimination of the circumstances involved, the application of standards and the use of logical conclusions.

Director Job Duties
1. Decision Making/ Judgment: Ability to analyze problems or procedures, evaluate alternatives and select best course of action; use of logic and proven practices in decision making to ensure timely, effective solutions. Development, implement nursing policies and procedures that conform to
2. Human Resources: Create a supportive department culture by fostering individual motivation, coaching and training for optimum job performance. Ability to give direction without conflict. Anticipate staff problems and take preventative measures. Analyze and respond to employee turnover taking appropriate steps to maintain high employee morale and satisfaction. Assist with completion of 6-month and annual performance evaluations with employees on or before their due date for nursing staff.
3. Communication: Effectively share information, build relationships and influence positive outcomes. Demonstrate good collaboration and listening skills and effective verbal and written communication skills. Independently develop and implement departmental budgets in conjunction with Chief Nursing Officer.
4. Fiscal/ Productivity: Demonstrate cost containment and financial stewardship with all resources.
Job Specific Duties:

5. Exhibit a demonstrated commitment to the mission and organizational values of Northern Rockies Medical Center. Maintain standards of care and adhere to organizational policies/procedures.

6. Maintain a demeanor of innovative and professional leadership, civility, teamwork and customer service while undertaking all tasks and interactions within the organization.

7. Participate in quality/performance improvement efforts. Evaluate nursing services provided and make recommendations for improvements.

8. Promote customer service through regular interaction with physicians, administrators, clinical staff, patients and the general public in a courteous manner and provide proactive service recovery.

9. Coordinate and/or develop ongoing performance improvement activities for clinical staff and monitor nursing compliance with standards and regulatory requirements.

10. Coordinates the care of swing bed patients.

   Swing Bed Coordinator

   Reviews potential patients for admission to Swing Bed from NRMC and other facilities.
   a. Responsible for developing policies and procedures regarding admission to Swing Bed, including accepting criteria and excluding criteria.
   b. Reviews each admission for appropriateness of admission (or has in place clear-cut policies that can be followed in his/her absence).
   c. Follows each patient to ensure that care level remains at Swing Bed status
   d. Anticipates need for discharge from Swing Bed and assists in making the appropriate.

11. Discharge Planner

   Reviews charts of all in-patients for anticipated discharge.
   a. Communicates with providers regarding the status of patients and works with the provider to arrange appropriate transition of care. This includes obtaining input from other departments and providers, such as physical therapy, the dietician if needed, and the business office, and creates discharge care plan.
   b. Anticipates potential needs of patient post discharge and arranges for such, including Home Health, Meals on Wheels, Durable Medical Equipment, WIC, etc. and arranges for follow-up care with the appropriate physician or therapy mode as appropriate for each patient.
   c. Anticipates potential admission to Swing Bed status or Extended Care Facility, and makes appropriate arrangements
   d. Develops care plan and communicates with all therapeutic providers to ensure a smooth transition from inpatient status to discharge.
   e. Functions as a liaison between the hospital and DME companies for the procurement of orders equipment as needed (for example, wound Vac).

   Responsible for developing policies and procedures regarding discharge for nursing staff to follow.

12. Ensure delivery of compassionate quality care and nursing supervision as evidenced by adequate services and staff coverage on the unit.

13. Must be familiar with Medical Terminology

14. Requires repetitive, bending, pulling, pushing, kneeling, walking and lifting up to 20 lbs.

15. Must be able to read and write English fluently.

16. Must be able to clearly and accurately communicate with nursing, physicians, administration and public

17. Visual acuity within normal limits. Must be able to read charts, orders, notes, and office reports.
18. Maintain regular and consistent attendance at work as scheduled by Chief Nursing Officer.
19. Attends department staff meetings and management meetings as required.
20. Reasonably proficient with navigating an electronic health record and with using Microsoft word. Possess a willingness to learn other Microsoft office programs (i.e. Excel).

Disclaimer – Not all-inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are all the only duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

**Performance Expectations:**

**Value:** We value the individuality of each person by expressing courtesy, compassion, and empathy in our interactions.

**Accountability:** We hold ourselves accountable for honesty, transparency, and leadership.

**Loyalty:** We are fully devoted to the success of NRMC and will positively promote other team members and the organization.

**Unity:** Each member will unite to accomplish more than an individual can do alone.

**Excellence:** We strive for excellence in care and safety through innovation and continuous improvement.

**Service:** We provide excellent service focused on our internal and external customers.

**Schedule:** The schedule for this position includes working flexible shifts, weekends and holidays when necessary. This position requires attendance of meetings and educational classes for the purpose of staff reviews, unit staff meetings and quality improvement or clinical case review(s), required education, and certification courses.

**Work Environment:** The work environment is well lighted and ventilated. There may be contact with patients in a wide variety of circumstances. The position requires occasional presence in patient rooms and treatment areas which may regularly cause exposure to blood borne, body fluids, airborne pathogens. There is frequent exposure to noise, chemicals, communicable diseases and hazardous materials. The director must be prepared to wear personal protective equipment as required by policy and procedure.

**Dress Code:** Must comply with Northern Rockies Medical Center Dress Code Policy and departmental guidelines.

I HAVE READ THE ABOVE JOB DESCRIPTION AND ACCEPT THE RESPONSIBILITIES AS OUTLINED. I KNOW OF NO REASON THAT WILL KEEP ME FROM PERFORMING THE DUTIES AS DESCRIBED WITHOUT REASONABLE ACCOMMODATIONS BEING MADE BY NRMC. I AGREE TO INFORM MY SUPERVISOR IMMEDIATELY IF I AM UNABLE TO PERFORM AS EXPECTED.

SIGNED:________________________________________ DATE:________________________