



## Cut Bank

Position: Director of Clinical Services	
Department: Acute	
Reports To: Chief Nursing Officer (CNO)	
FLSA Status: Exempt	OSHA Exposure Category: I
Effective Date: 06/2015	Revised: 10/2015, 02/2016, 04/2020

**Job Objective:** Organize, direct and coordinate the activities of the professional and support staff engaged in the direct care of patients within the inpatient, outpatient and emergency setting. Interpret, implement and carryout administrative policies and procedures. Provide leadership that is consistent with the Mission, Vision, Values and ethics of Logan Health Cut Bank

### Qualifications:

1. Graduate of nursing program at an accredited Nursing school. Bachelors of Nursing preferred. Other combinations of education and experience will be considered.
2. Current Montana Nursing License required.
3. Five (5) years nursing experience preferred.
4. No corrective action or disciplinary counseling within the last twenty-four (24) months of employment.
5. Previous nursing leadership (i.e. Charge Nurse) experience preferred.
6. Current BLS, ACLS, PALS, within 6 months of hire and TNCC or ENPC, STABLE, and NRP within 12 months of hire.
7. Relevant and working knowledge of the health care environment, health care reform and care delivery systems as they apply to the clinical practices of the facility. Knowledge of critical access and rural healthcare systems.
8. Proven ability to apply critical thinking skills, decision-making and judgment through the use of contextual perspective, evidence-based practice, and sound judgement regarding the circumstances involved, the application of standards and the use of logical conclusions.
9. Ability to communicate with individuals and small groups. Proven professionalism in both verbal and written communications with the public and peers (including but not limited to: Nursing, Physicians, and Administration).

### Job Duties:

1. Director Specific Duties

- a. 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 in line with NRMC standards of care.
  - b. 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 30/90/180-day evaluations and annual performance evaluations with employees on or before their due date for nursing staff.
  - c. 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 (CNO).
  - d. Fiscal/Productivity – Demonstrate cost containment and financial stewardship with all resources.
  - e. Teamwork-Assist with covering shifts, or assisting with fluctuation of census.
  - f. Scheduling-Oversee as per MNA contract self-scheduling Nurses & CNA's.
  - g. Payroll-Approve times & track tardiness. Submit to Fiscal Department for Payroll.
2. Exhibit a demonstrated commitment to the Mission, Vision, and Values of Logan Health Cut Bank. Maintain standards of care and adhere to organizational policies and procedures.
  3. Maintain a demeanor of innovative and professional leadership, civility, teamwork and customer service while undertaking all tasks and interactions within the organization.
  4. Participate in quality/performance improvement efforts. Evaluate nursing services provided and make recommendations for improvements.
  5. Promote customer service and patient satisfaction through regular interaction with Physicians, Administrators, Clinical Staff, Management, and the general public in a courteous and professional manner. Provide proactive service recovery techniques.
  6. Coordinate and/or develop ongoing performance improvement activities for Clinical staff and monitor nursing compliance with standards and regulatory requirements.
  7. Ensure delivery of compassionate quality care and nursing supervision as evidenced by adequate services and staff coverage on the unit.
  8. Assists CNO in identifying and reporting communicable diseases as required by the state and the local health authority, for example, TB, AIDS, and other current public health issues.

9. Assists CNO in monitoring for compliance with federal and state laws regarding Infection Prevention issues such as medical wastes, chemicals in the workplace, infectious disease exposures, and OSHA, and NIOSH standards related to blood borne pathogens and respiratory pathogens.
10. Assist CNO in coordinating the care of swing bed patients.
11. Assists CNO in planning with other departments and personnel to reduce the risk of disease transmission and improved infection prevention practices.

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 the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Logan Health Cut Bank provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Logan Health Cut Bank will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in safety and care.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right for those we serve.
- Having pride in our work.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: 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.

**Compliance Plan and Code of Conduct: Logan Health Cut Bank is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision.**

**Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.**

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.
- (B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.
- (C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital, professional office setting, as well as patient areas to include rooms or treatment areas. Area is well lit and ventilated. Possible exposure to marked changes in temperature, humidity, noise, as well as chemicals or hazardous materials. Personal protective equipment is provided and should be work according to policy and procedure as set forth by NRMC.

OSHA Exposure Category: (I) All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks. Use of appropriate protective measures should be required for every employee engaged in Category I tasks.

Dress Code: Must comply with Logan Health Cut Bank Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs. Visual acuity within normal limits. Must be able to read charts, orders, notes, and office reports.

Employee Certification: 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 Logan Health Cut Bank. I agree to inform my supervisor immediately if I am unable to perform as expected.

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Employee Signature

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Date