



MORROW COUNTY HEALTH DISTRICT

Excellence in Healthcare

Employment at Morrow County Health District

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and upholding our True North Statement of "Welcoming our patients and providing exceptional care."

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary.

Title: Director of Nursing Services

Dept: Nursing

Exempt/Non-Exempt: Exempt

Reports to: Chief Clinical Officer

Pay Equity Group: _____

Effective Date: 04/10/2023

General Position Summary:

The Director of Nursing Services (DNS) is responsible for the overall quality of patient care, patient safety, patient and family experience, nursing practice and standards of care at Pioneer Memorial Hospital. The DNS plans and coordinates nursing services with those of the medical and administrative systems. In summary, the DNS responsible for patient care, staff management, resource management, fiscal management and nursing quality assurance audits.

Essential Functions:

1. Is responsible for organizing, directing and administering nursing services and personnel at Pioneer Memorial Hospital.
2. Oversees the hospital's Trauma Program, maintains records for Trauma Survey and supervises the Trauma Nurse Coordinator.
3. Collaborates with the Director of Ancillary Services and Quality and Risk Management Director for patient care needs and ongoing quality assurance efforts.
4. Ensures that strict patient confidentiality and all HIPAA regulations are followed throughout the department.
5. Maintains records for facility licensing and certification for Nurse Staffing Survey.

6. Collaborates with the Ancillary Services Director for hospital pharmacy oversight.
7. Manages personnel actions including, but not limited to, hiring, performance evaluations, disciplinary process, submission of time cards, tracking of time and attendance and vacation coverage for all staff. Works collaboratively with the Human Resources Department for assistance in areas related to personnel.
8. Maintains records pertaining to licensing, certification, continuing education, job descriptions, nurse orientation packets for new hires, travelers, per diem nurses and ongoing competencies for all nursing staff.
9. Maintains policies and procedures for staffing law compliance, including the following topics: Nurse Staffing Plan, mandatory overtime, rest breaks and lunches, and orientation for traveling RNs and aides.
10. Maintains records of staffing and attempts to fill shifts, and patient acuity every four hours to assure adequate staffing.
11. Maintains policies and procedures for hospital accreditation, including but not limited to: high risk medications, RSI kit logs, code cart check logs, rules for handling/storage/dispensing and administration of drugs, and narcotic and emergency drug handling/storage/administration to prevent theft or diversion.
12. Maintains records of competency and education for nursing staff.
13. Follows all infection control precautions and wear proper PPE when required

Secondary Functions:

1. Initiates the development of policies and procedures that govern nursing services and other services managed under the DNS position.
2. Assists with direct patient care in times of need for additional staffing.
3. Is responsible for staff performance, education, retention, training and development. May utilize Human Resources Department as needed.
4. Collaborates with other departments and agencies regarding resources and services for improved patient care and staff development.
5. Works with the Chief Operations Officer, or their designee, to develop a departmental budget for staffing and services rendered.
6. Represents the department and organization at various internal and external meetings.
7. Encourages and supports research and improvement studies that can make meaningful contributions to the quality and economy of nursing services.
8. Prepares department report as part of annual Critical Access Hospital Report and participates in the annual meeting.
9. Attends all required meetings and completes all assigned trainings by due date.
10. Other duties as deemed appropriate by the Chief Clinical Officer.

Job Scope:

Supervisory Responsibility: The DNS supervises all hospital nursing staff. Responsible for other staff-related functions as outlined above.

Interpersonal Contacts:

Must have excellent interpersonal communication skills to accomplish a variety of work with various groups of people, including the staff the manager oversees, physicians, patients and

family members, personnel from other hospitals, clinics, healthcare organizations and facilities, the District's Board of Directors, members of the Executive Team, District employees, external business and organizational partners, as well as the general public. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

Specific Job Ability:

Must have excellent nursing skills to oversee hospital nursing staff as well as staffing needs and patient acuity. Must have an understanding of the business of healthcare, delivery of services, department budgeting. Must have supervisory and leadership skills and experience. Must have experience in quality improvement and infection control. Will utilize critical thinking and decision-making skills on a regular basis. Must have excellent computer skills for email, accessing electronic medical record information, data gathering, compiling reports and other duties.

Specific Job Effort:

- Be able to sit, stand, and bend throughout the day.
- Be able to push, pull and lift over 10 pounds, occasionally over 50 pounds, possibly assist with lifting and moving patients.
- Responsible for meeting various requirements, conducting various department-related meetings, submitting reports and retaining records as required.
- Must possess adequate vision, hearing, and manual dexterity to perform job duties.
- Mental efforts of the position include juggling many duties and responsibilities at once, having to prioritize and reprioritize as needs change. May be stressful at times.

Education, Experience and Certification/Licensure:

1. Completion of a formal Registered Nursing education program with a minimum of an Associates of Applied Science degree in Nursing, Bachelor's or Master's Degree preferred.
2. Two to five years of Director of Nursing Services experience in a hospital setting, or demonstrated progressive supervisory experience.
3. Current Oregon State RN License.
4. Possess current ACLS, PALS, and TNCC certifications.
5. Valid driver's license required.
6. Must be versed in District safety policies and procedures and follow them at all times.

Job Conditions:

- Subject to falls, hostile and emotionally upset patients, family members and staff throughout the work day.
- Subject to exposure to blood, body fluids, infectious substances, hazardous chemicals, toxins and noise.
- Occasional exposure to grease, oils and dust.
- Requires manual dexterity including manipulating tools, equipment and other items on a regular basis.
- Position will require some travel between various points within the District, and some out of town travel for supplies, trainings.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position description will be placed in my personnel file.

Signature of Employee

Date