



Job Code: 1722

Grade: 24

HCWR: N

Job Title

Assistant Director of Nursing

Department

Nursing

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Associate Director of Nursing administers, directs, and coordinates patient care services and is responsible for the recommendation, development and implementation of policies and procedures consistent with the goals of the Department of Nursing and the Hospital. Responsible for establishing, monitoring, and evaluating the delivery of patient care services, collection, and analysis of data to determine divisional staffing patterns, projecting staffing needs, and ensuring adequate staffing on the divisional units. Prepares and manages the Division's annual budget and is responsible for developing, implementing, and evaluating the Division's Quality Assessment & Improvement (QA&I) program, and participation in the overall administration of the Department of Nursing.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Assumes responsibilities for Management of Personnel within assigned Division.
- Responsible for the recruitment, interviewing, and selection for the Division.
- Provides guidance to direct reports in their recruitment process.
- Provides leadership and direction in accordance with organizational and department goals and objectives.
- Responsible for completion of regular performance appraisals for direct reports, and oversight of adherence to the evaluation process.
- Coaches, counsels, and evaluates direct reports by interviewing, providing for orientation, counseling, and disciplining as parameters and appropriate incentives.
- Plans and maintains a master staffing pattern for the Division, which meets the patient needs for continuity of care/level of care.
- Provides direction and supervision to Clinical and Leadership staff by:
 - Assigning duties and activities
 - Approving projects and programs
 - Analyzing activities/project summaries relative to their value to the Division and impact on the quality of patient care.
- Responsible for Management of the assigned Units/Division.
- Develops, justifies, and maintains a fiscal plan for the Division in collaboration with the Director of Nursing for the Division.
- Monitors patient revenues, operating expenses, and provides appropriate reports to Nursing Administration.
- Submits budget goals and objectives that summarize accomplishments of the current fiscal year, including accumulative units of measurement when appropriate. Submits goals and objectives in behavioral terms and includes all plans/programs for the new fiscal year. Conforms to the formal, technical aspects as authorized by hospital policy.
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- Maintains a system to document and control expenditures.
- Evaluates and sets standards for units within the Division; monitors utilization and maintenance of equipment/supplies.
- Establishes effective working relationships, promotes open communication within/without the Division to ensure an integrated approach to patient care.
- Ensures collaborative medical staff relations through ongoing contact with medical



Typical Duties

personnel, enhancing awareness of their needs and concerns, and promoting problem solving.

- Establishes effective working relations with direct reports to provide support to enhance quality patient care.
- Responsible for the safety and quality care with measurable metrics based on the national benchmark data.
- Responsible for assuring a safe work environment for all staff within the assigned Unit. o Communicates and monitors safety practices to enhance awareness of the importance of these procedures.
- Ensures compliance with all regulatory bodies, including hospital and nursing policies and procedures.
- Communicates regulations/policies and procedures; implements a plan to ensure compliance; documents outcomes and reports to Nursing Administration.
- Demonstrates and promotes an awareness of patient rights and functions as a patient advocate.
- Plans and implements, in conjunction with the Nurse Managers, the goals and objectives of the Division in a manner consistent with hospital/nursing goals.
- Responsible for the Management of Patient Care.
- Facilitates the coordination with medical and nursing management of patient care by working with the medical staff to ensure opportunities for on-going collaboration.
- Participates in the formulation of patient care policies and procedures for the Nursing Department and the Organization.
- Implements, evaluates the quality assessment and improvement program, within the Division, including utilization and promotion of familiarization with quality assurance standards.
- Reviews divisional QA reports and integrates appropriate actions into the QA&I system.
- Accounts for QA/I activities within the Division.
- Facilitates implementation of recommendations from QA/I findings.
- Evaluates outcomes of recommend changes.
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- Monitors the quality of nursing, using standards of practice and outcome indicators - by observation; review of reports; team discussions.
- Evaluates and implements suggestions from QA/I reports as appropriate.
- Plans and coordinates the implementation of the Hospital Plan for Nursing Care in order to provide the level of patient care required by current medical and nursing standards.
- Education Responsibilities
- Collaborates with Nursing Support Services to plan for effective orientation programs for Divisional Personnel.
- Collaborates with Clinical Specialists and Nursing Support Services to identify the ongoing educational needs of the nursing personnel within the Division.
- Facilitates the implementation of programs designed to meet the educational needs of the staff.
- Identifies educational programs and seminars that are pertinent to the educational and professional growth needs of staff.
- Collaborates with Clinical Specialists and Nurse Managers to develop and motivate nursing



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staff to achieve their potential through participation in educational activities.

- Participates in educational activities for the education of students, paraprofessionals, and lay persons.
- Provides for professional growth and development of direct reports and establishes climate conducive to meeting educational needs and efforts of the Division.
- Interprets nursing philosophy, goals, objectives, policies and procedures for all personnel, patients, and the public.
- Assumes responsibility for own personal continuing education and developmental needs; attends meetings, workshops, and conventions to enrich personal knowledge; growth and skill in providing clinical care for patients.
- Maintains professional leadership and administrative competency.
- Participates in the overall administration of the Department of Nursing Services.
- Serves on committees in nursing, hospitals wide or professional nursing organizations.
- Participates in the planning of administrative programs for the department.
- Assists Nursing Support Services in establishing department standards for QA/I; development of Nursing Department policies and procedures.

Minimum Qualifications

- Bachelor's degree in nursing from an accredited school of Nursing
- Licensed as a Registered Professional Nurse in the State of Illinois or the ability to obtain license two weeks prior to starting this employment
- Seven (7) years of nursing experience
- Five (5) years of progressive experience in supervision and management
- Experience and knowledge of Regulatory and Nursing Practice Standards
- Current Basic Life Support (BLS) certification

Preferred Qualifications

- Master's degree in nursing, Health Care Management, or related field
- Six (6) years of progressive experience in supervision and management
- Clinical experience
- Specialty certification in primary assigned service or administration

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Regulatory and Nursing Practice Standards
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Advanced personnel management skills, problem resolution and conflict management
- Ability to organize, plan and delegate
- Technical expertise in the assigned specialty



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.