

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 5384
Grade: NS2
FLSA: Exempt

Standard Job Description

Job Title
Nurse Coordinator II

Department
Neonatal Intensive Care Unit (NICU)

Job Summary

The Nurse Coordinator II oversees all aspects of patient care within Neonatal Intensive Care Unit (NICU) on a 24 hour basis, by evaluating, directing, and supervising all activities of the nursing staff. This position has first line responsibility for clinical and personnel management, patient care, budgeting and quality service delivery for the unit.

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

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 meeting

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 CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

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

Management

- Contribute to the management of CCHHS staff and CHSS' systemic development and success
- Discuss and develop CCHHS system policy and procedure
- 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

Job Code: 5384

Initials: 

1

Typical Duties

- Collaborates with Nursing Divisional Director to develop nursing care standards ensuring patient care in NICU is delivered within hospital established service standards, regulatory and professional standards of care.
- Monitors compliance with standards of care established for neonatal intensive care patients by conducting patient observations, reviewing verbal reports and written documentation. Where necessary, develops an action plan to increase compliance and implement corrective actions.
- Develops and implements an effective operating plan for the delivery of nursing care within the designated critical care or intensive care nursing unit. The requirements for delivery of care in such a unit call for extreme attention and responsiveness in all areas of patient care including patient assessment, delivery of life saving medication, and the operation of life sustaining equipment.
- Develops long-term unit staffing schedules to ensure adequate daily coverage in accordance with the NICU staffing needs.
- Holds primary responsibility for hiring, training, and disciplinary actions of NICU nursing staff.
- Sets clear performance expectations for unit nursing staff and provides necessary information and tools to achieve desired performance. Provides daily guidance to staff regarding patient care.
- Identifies staff development needs and works with nursing education department or outside sources to provide nurses with continuous education and opportunity for growth and development.
- Ensures all nursing staff meets requisite credential and licensure requirements.
- Maintains clinical expertise and participates in nursing care activities to assess patient care delivered by nursing staff and to evaluate overall effectiveness in meeting care and treatment goals.
- Ensures nursing staff follows accurate and complete documentation procedures at all times.
- Gathers and reports on measures of performance for the unit including LOS, agency and overtime costs, vacancy and turnover rates.
- Completes required quality assessment and performance improvement reports for the unit.
- Develops and implements corrective action plans.
- Maintains a safe, culturally sensitive, and caring patient environment that is reflective of Stroger Hospital standards, as well as patient and family expectations.
- Demonstrates and promotes awareness of patient care rights; serves as patient advocate.
- Coordinates efforts of ancillary health services to ensure continuity of patient care and positive communication with all hospital staff.
- Works with appropriate departments to ensure proper maintenance of unit medical equipment including life sustaining equipment.
- Prepares and monitors unit personnel, supply, and equipment budgets to ensure expenses are maintained within budgetary guidelines.
- Performs other related duties as required.

Reporting Relationships

Reports to the Associate Nurse Executive, Inpatient

Minimum Qualifications

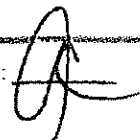
- Must be licensed as a Registered Professional Nurse in the State of Illinois.
- Bachelors of Science Degree in Nursing from a school of nursing
- Five (5) years of nursing experience within Neonatal Intensive Care Unit
- Two (2) years of experience in nursing supervision or experience as a charge nurse.
- Current Cardiac Pulmonary Resuscitation card (CPR) or must be obtained within 60 days of hire.
- Current Neonatal Pulmonary Resuscitation card (NRP) or be able to obtain within 60 days of hire.

Preferred Qualifications

- Master's Degree in Nursing
- Bilingual skills in English/Spanish

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of dosing for life saving medication typically administered in a critical care unit.
- Ability to supervise and train nursing staff that cares for patients with complex multi-system ailments of a life threatening nature.
- Strong critical thinking skills used for assessing patient status, and recommending life-saving interventions such as the need to intubate a patient, etc.
- Strong interpersonal skills necessary in dealing with patients, patient families, and personnel management issues.
- Sensitivity and respect in caring for culturally diverse patients, patients in a critical care or intensive care unit.
- Written and verbal communication for preparing and presenting reports on unit nursing performance.
- Analytical skills, problem solving skills for reviewing patient care performance and resolving patient care issues.
- Conflict management skills for dealing with irate patients and personnel problems
- Strong decision making skills are critical in any capacity within a critical care or intensive care unit, especially when it becomes necessary to make a life-saving judgment call
- Attention to detail for patient information documentation, and keen patient observation skills
- Flexibility and adaptability in performing work duties, balancing clinical and management skills
- Strong project management skills
- Emergency response skills
- Experience in a specific area of medicine, specify; clinical specialty in assigned unit i.e. trauma, burn, surgical or neonatal intensive care
- Other: knowledge of current accrediting agency requirements (IDPH, Joint Commission)



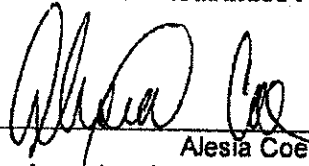
Physical and Environmental Demands

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.

Approval:


Alesia Coe

Associate Nurse Executive, Inpatient

11/4/16
Date

Approval:

Gladys Lopez
Chief of Human Resources

Date

