

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
Nursing

Job Summary

The Infusion Center Nurse Coordinator II is responsible for meeting the needs of the patient in a specific patient area by planning, directing, and supervising the activities of nursing staff on a 24-hour basis. The Nurse Coordinator II determines overall staffing needs and attempts to meet these needs; identifies educational needs of staff to meet standards of care; arranges for and participates in opportunities to meet these needs. The incumbent is skillful in the application of techniques and practices related to nursing care, supervision, personnel management, and in handling the operation of a wide range of sophisticated medical equipment and instruments. The Nurse Coordinator II has current chemotherapy experience, and is responsible for assisting the Infusion Center Nurses on the unit as needed.

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

Typical Duties

- Provides leadership through planning, directing and evaluating the care given to patients on the Infusion Center and on the Medical-Surgical unit
- Reviews overall nursing care for unit patients to determine the effectiveness in meeting established care and treatment goals
- Participates in nursing care activities to assess particular patient requirements and/or assesses individual staff knowledge and performance
- Provides consultation or assistance to staff. Serves as a resource as needed in their daily activities
- Participates in the development and application of nursing care plans on the nursing unit; ensures appropriate care plans are done for each patient; works with staff to further develop their skills in preparing care plans
- Ensures staff follows accurate and complete documentation procedures at all times
- Exercises independent judgment in times of need and emergency situations
- Demonstrates and promotes an awareness of patient's rights; functions as a patient advocate; ensures that unit staff personnel are aware of all patient rights
- Guides, directs, and counsels staff regarding patient care delivery, problem solving, and decision making
- Plans/modifies the unit orientation program as necessary to meet the established and changing needs to staff members and patients
- Ensures that staff has knowledge of and implements the nursing policies and procedures
- Monitors and documents performance of staff; utilizes appropriate disciplinary measures as necessary, coaches, counsels and advises staff members
- Demonstrates good judgment in the routine anticipation of staff needs. Makes necessary arrangements for unit coverage

Typical Duties continued

- Identifies staff development needs and assists with instructional programs to provide learning experience and growth and development of nursing staff and student nurses
- Ensures attendance of all nursing staff members at mandatory in-service sessions and continuing educational opportunities; supports and counsels staff members in identifying and setting personal educational objectives
- Makes sound judgment after gathering factual, objective information; makes effective recommendations in matters of commendation, promotion, transfer, discipline, and termination
- Ensures that unit staff functions within the guidelines of the State Nurse Practice Act
- Ensures that staff maintains a professional relationship with patients, visitors all levels of hospital personnel and the public
- Monitors compliance with standards of care by observations, verbal reports, and written documentation; regularly communicates results to appropriate staff members; develops a plan to increase compliance and implements actions to correct deficiencies
- Observes and instructs staff personnel in following safety practices
- Evaluates equipment for purchase decisions, as required
- Plans appropriate ancillary services for maintenance of environment, unit supplies and equipment, communicates problems to the appropriate department, as required
- Assists in planning and implementing the units quality assessment and improvement program and utilizes the information to further enhance the quality of patient care offered; encourages staff members to participate in unit committee and share Q.Q. & I. results at staff meetings
- Completes required quality assessment and improvement reports for the unit. Develops corrective plans, as needed
- Manages personnel and material resources in an appropriate and cost effective manner
- Coordinates efforts of other allied health services involved in the care of patients and acts to resolve conflicts involving nursing and other hospital staff members
- Develops and maintains an effective level of communication between and among unit staff
- Participates on all nursing and administrative committees, as assigned
- Plans and conducts unit staff meetings; encourages open communication and verbalization of opinions in an attempt to identify and resolve problems on the unit. Provides team work and collaborative working relationships
- Ensures staff, at all times maintains the confidentiality of patient records and uses complete discretion when discussing patient information

Reporting Relationships

Reports to Divisional/Assistant Divisional Director

Minimum Qualifications

- Bachelor's degree in Nursing from an accredited college of university
- Licensed as a Registered Nurse in the State of Illinois
- Three (3) years of nursing experience
- Two (2) years of supervisory or management experience in the Oncology specialty area
- Current Basic Life Support (BLS)
- Chemotherapy Provider Card
- Completion of Chemotherapy Course that is approved by the Oncology Nursing Society (ONS) or within twelve (12) months of hire

Preferred Qualifications

- Bilingual skills (English/Spanish)

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of the job description and key requirements for each position on the unit; holds subordinates accountable for responsibilities inherent in their position, at all times
- Thorough knowledge of the Hospital and Nursing Department's mission, philosophy, goals, objectives, policies, and procedures
- Thorough knowledge of expected staff response in hospital emergency, fire, and demonstrates the ability to direct the activities of the nursing unit in the event of an emergency situation of patient evacuation
- Thorough knowledge of safety policies and procedures
- Demonstrates understanding of the current requirements of accrediting agencies [Illinois Department of Public Health (IDPH), Joint Commission on Accreditation of Healthcare Organizations (JACHO)]
- Excellent oral, verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong leadership and project management skills
- Strong interpersonal skills to interact with staff, patients, hospital staff, patient families
- Demonstrates skill in staffing and the management of nursing personnel
- Demonstrates skill in the coordination and the management of patient care unit
- Ability to maintain all unit equipment in proper working condition
- Ability to articulate in a clear and professional manner when presenting and demonstrating techniques
- Analytical and organizational, problem-solving, critical thinking, and resolution skills
- Ability to prioritize, plan, and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team for long periods of time
- Demonstrates attention to detail, accuracy and precision
- Demonstrates good judgment in the selection of new staff members using appropriate interview techniques

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: Dr. Alesia A. Coe 7/7/16
Alesia Coe Date
Associate Nurse Executive, Inpatient

Approval: _____
Gladys Lopez Date
Chief of Human Resources