

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

COOK COUNTY HEALTH
& HOSPITALS SYSTEM
CCHHS
Standard Job Description

Job Code: 5384
Grade: NS2

Job Title
Nurse Coordinator II

Department
Operating Rooms/Post Anesthesiology
Recovery Administration

Job Summary

The Nurse Coordinator II oversees all aspects of patient care within the Endoscopy unit, 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 CHHSS' 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

Typical Duties

- Assures the direct nursing care to patients is delivered utilizing the nursing process and evidence based practices.
- Provides direction, coordination and evaluation of patient care. Demonstrates skill in the coordination and the management of a patient care unit.
- Supervises nursing and ancillary staff, may perform clinical procedures in the event staffing is compromised due to absenteeism, incidents occur, or needs arise.
- Develops and maintains goals and objectives, standards of practice, policy and procedures and written job descriptions for all personnel within the confines of the Endoscopy unit.
- Assures staff administer medications and performs endoscopic procedures as directed by the physician under the guidelines of the Illinois State Board of Nursing.
- Continually evaluates efficiency in health care delivery system.
- Routinely reviews and updates patient education and as needed.
- Provides for staff development and in service education using evidence based practices.
- Evaluates staff performance annually, initiating training or a performance improvement plan when warranted.
- Develops and coordinates area specific orientation schedules for new staff.
- Assumes responsibility and initiative for problem solving and decision-making with staff and appropriate others.
- Schedules daily staffing, vacations, sick leaves, and other benefit time.
- Manages Endoscopy infection prevention program.
- Manages Endoscopy fire / safety program and ensures a safe environment for patients and staff.
- Accountable for assuring staff maintain current licensure and certifications (i.e. Illinois license as a Professional Nurse, BLS, and ACLS).
- Assures that the staff of Endoscopy are compliant in all mandatory requirements; such as but not limited to annual training, flu vaccine, and dual employment, infection control, etc.
- Assures managerial coverage and handoff during their absence.
- Follows the EPO policy, participates in training when as necessary. Interviews applicants, makes selections, and processes documents as required meeting determined timelines.
- Follows and implements disciplinary action when required according to policy in a timely manner.
- Maintains records, reports and logs as required by accrediting agencies specifically the Joint Commission. Ensuring compliance with federal, state and county guidelines.
- Assists with planning, implementing and maintaining the quality assurance program for Endoscopy.
- Develops and maintains quality assurance through quarterly reporting for adverse outcomes and time studies.
- Develops and oversees logs used to evaluate equipment usage.
- Reports broken or deteriorated equipment. Makes budgetary projections and procures essential supplies and equipment to assure seamless provision of services.
- Conducts daily rounds, communicating with patients, their families and staff; troubleshooting issues as they are reported.
- Ensures nurses understand and are compliant with CBA's for all employees in Endoscopy.
- Responsible for driving the CCHHS culture through values and customer service standards
- Accountable for outstanding customer service to all external and internal customers.
- Develops and maintains effective relationships through effective and timely communication.
- Takes initiative and action to respond, resolve and follow up regarding customer service issues with all customers in a timely manner.

Typical Duties continued

- Performs other duties as assigned.

Reporting Relationships

Reports to the Director of Perioperative Nursing

Minimum Qualifications

- Bachelors of Science in Nursing (BSN) from a school of nursing
- Licensed as a Registered Professional Nurse in the State of Illinois
- Five (5) years of recent nursing experience within hospital environment
- Three (3) years of recent experience in nursing supervision or experience as a Charge Nurse and/or Nurse Manager
- Two (2) years of experience as an Endoscopy nurse in an acute care setting within the past five (5) years
- Must have an active Cardiopulmonary Resuscitation (CPR) certification

Preferred Qualifications

- Master's Degree or higher in Nursing, Business or Healthcare Administration
- Advanced Cardiac Life Support (ACLS) certification
- Certification in Endoscopy Nursing
- Bilingual in English/Spanish

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrates skill in staffing and the management of nursing personnel
- Demonstrates good judgment in the selection of new staff members using appropriate interview techniques
- 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
- Demonstrates skill in the coordination and the management of patient care unit
- Thorough knowledge of the Hospital and Nursing Department's mission, philosophy, goals, objectives, policies, and procedures
- Demonstrates understanding of the current requirements of accrediting agencies [Illinois Department of Public Health (IDPH), The Joint Commission]
- Thorough knowledge of safety policies and procedures
- Ability to maintain all unit equipment in proper working condition
- 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
- Strong interpersonal skills to interact with staff, patients, hospital staff, patient families
- 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
- Ability to articulate in a clear and professional manner when presenting and demonstrating techniques
- Analytical, 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

Knowledge, Skills, Abilities and Other Characteristics continued

- 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

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:



Agnes Therady
Chief Nursing Officer

11/14/17

Date

Approval:

Gladys Lopez
Chief Human Resources Officer

Date