



Job Code: 5384
Grade: NS3
HCWR: N

Job Title
Nurse Coordinator II

Department
Operating Rooms/ Post Anesthesiology Recovery
(PAR) Nursing Administration

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

Job Summary

The Nurse Coordinator II position is responsible for organizing, planning, leading, and directing clinical and management activities for the Peri-Anesthesia area (Main Operating Room) in accordance with hospital policies and procedures. Accountable for daily operations and oversight of nursing practice and patient care delivery. Participates as a member of the health care team in maintaining continuity and quality of patient care. Contributes to organizational operations and supports the mission by fostering interdepartmental communication/collaboration. Demonstrates a high level of ability in leadership, supervisory skills, problem solving, patient advocacy and public relations. The Nurse Coordinator II acts as the day to day manager for all nursing staff in the assigned unit, multiple units, or for a specified patient population. This nursing leadership position requires prior experience and demonstrated mastery in various areas of patient related care.

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

- Collaborates with Director of Perioperative Services to develop evidence based nursing care standards ensuring quality patient care in assigned unit or units is delivered within Cook County Health & Hospitals Systems (CCHHS) established service standards, regulatory requirements, and professional standards of care.
- Develops and implements an effective operating plan for the delivery of nursing care within the designated nursing units or areas. The operating plan applies to delivery of care including ongoing patient assessment, delivery of medication, and the operation protocol for medical equipment.
- Identifies opportunities for process improvement and initiates improvement efforts within the unit to increase and exceed unit performance measures. Conducts patient observations, reviews verbal reports and written documentation, and establishes immediate and long term corrective action plans. Areas of unit performance include compliance with standards of care, LOS, agency and overtime costs, position vacancies and turnover rates.
- Develops long-term unit staffing schedules to ensure adequate daily coverage in accordance with staffing needs.
- Holds primary responsibility for hiring, training, and disciplinary action of unit nursing staff.
- Drives employee performance by setting clear performance expectations for unit nursing staff and providing necessary information and tools to achieve desired performance.
- Provides daily guidance to staff regarding patient care delivery problems.
- Identifies staff development opportunities 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 maintains requisite credential and licensure requirements.
- Partners with nursing team to proactively assess the quality of patient care delivered by nursing staff and to evaluate overall unit effectiveness in meeting care and treatment goals.
- Ensures nursing staff follows accurate and complete documentation procedures at all times.
- 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 CCHHS 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



Typical Duties

- 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, and equipment budgets to ensure expenses are maintained within budgetary guidelines.
- Performs other related duties as required.

Minimum Qualifications

- Bachelors of Science in Nursing (BSN) from a school of nursing
- Must be licensed as a Registered Nurse in the State of Illinois
- Five (5) years of nursing experience within a hospital environment
- Three (3) years of experience in nursing supervision or experience as a charge nurse
- Two (2) years of operating room experience
- Must possess active Basic Life Support (BLS) certification

Preferred Qualifications

- Master's Degree in Nursing from an accredited college or university
- Bilingual (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 on Accreditation of Healthcare Organizations]
- 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



Knowledge, Skills, Abilities and Other Characteristics

- 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

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.