



**Job Code:** 6321

**Grade:** 24

**HCWR:** N

**Job Title**

Director of Nursing (Neurosciences Program)

**Department**

Neurosciences/Nursing Administration

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

**Job Summary**

The Director of Nursing (DON), Neurosciences Program is responsible for providing clinical direction and leadership for effective management of nursing practice across the neurosciences service line for Cook County Health (CCH). In partnership with the Chief Nursing Executive and the Medical Director of the Neurosciences program, the DON is accountable for developing, implementing, and evaluating programs to improve the quality and effectiveness of care processes for the Neuroscience patient population across CCH. The DON executes leadership that is characterized by substantial and continuous responsibility and accountability for population groups or integrated programs that cross service and/or discipline lines, influence organization mission and health care and responsibility for outcomes. The DON is responsible for administrative function of assigned nursing units/programs/departments. Functions as an administrator, educator, coach, and consultant utilizing management theory in collaboration with other services. Must establish and maintain effective relationships with all levels of the facility's personnel and relate effectively with patients, families, staff, and the community as well as program and leaders of the service line, department, and other affiliates of CCH as needed. Key relationships with staff are needed to (1) Assist divisional directors, nurse managers and advanced nurse practitioners to carry out the functions and activities expected of them, (2) Contribute ideas and recommendations for the establishment of standards of care, policies, and objectives for the enhancement of patients care services at CCH, (3) Assist in policy-making activities as related to customer service and the overall functioning of administrative and clinical programs, and (4) collaborate with other health care staff to establish and maintain programs that cross cover and/or discipline lines and influence organizational mission and healthcare.

**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



**General Administrative Responsibilities**

*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

*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**

- Leadership
- As a key member of the nursing management team, the DON must provide leadership, vision and direction for Nursing and all allied health personnel
- The DON must:
- Communicate the overall mission, vision, values, and goals of CCH Neurosciences
- Establish and maintain an effective organizational structure that is consistent with CCH goals and needs
- Demonstrate skill in administration with emphasis on strategic planning and broad policy development
- Collaborate with professional and non-professional disciplines to address issues that affect the delivery of care or nursing practice
- Serve as a patient advocate in all activities
- Be a key participant in regulatory and accreditation efforts
- Participate in annual budget preparation for specific service/department or area of practice and is responsible for monitoring and controlling expenditures
- Be an active member of the CCH Nursing Leadership and fully participate in all programs and activities of the nursing service department
- Management The DON must:
- Develop a management team that supports and carries forth the mission, vision, and values of the CCH
- Ensure the delivery of evidence-based nursing practice

**Minimum Qualifications**

- Master's Degree in Nursing, Nursing Administration, Healthcare Management Public Health or related field from an accredited college or university
- A current and valid Illinois Registered Professional Nursing License or the ability to obtain



**Minimum Qualifications**

Illinois license no later than two (2) weeks prior to starting employment

- Graduate of an approved school of nursing
- Five (5) years of management and/or leadership experience with at least three years of Neurosciences experience
- Experience and knowledge of nursing practice standard, state law, regulatory and accrediting organization standards (example: The Joint Commission standards for hospitals)

**Preferred Qualifications**

- Doctor of Nursing Practice (DNP) from an accredited college or university
- Previous experience working with organized labor
- Service line development experience
- Magnet experience

**Knowledge, Skills, Abilities and Other Characteristics**

- Demonstrate excellent written and oral communication skills
- Demonstrate knowledge of current theoretical approaches to the delivery of nursing care and trends in healthcare for hospitals, health care facilities and ambulatory care centers
- Demonstrate knowledge of current leadership, management and quality improvement concepts and practices
- Demonstrate ability to effectively lead and manage change
- Demonstrate competence in coaching and mentoring for leadership development of direct reports

**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.**