



Job Code: 8047

Grade: 24

HCWR: N

Job Title

Chief Nursing Officer, CCDPH

Department

Nursing Administration, CCDPH

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

Job Summary

The Chief Nursing Officer, CCDPH (CNO) is responsible for providing clinical direction and leadership for effective management of nursing practice in the hospital, clinics, affiliates and departments of the Cook County Health and hospital system. The CNO 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 organizational mission and health care, and responsibility for outcomes. The CNO is responsible for administrative functions of nursing units/programs/departments functioning 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 service leaders of the service, department and other affiliates of CCH as needed. Key relationships with staff are needed to (1) Lead 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 patient care services at CCH, (3) Assist in policy-making activities as related to customer service and the overall functioning of administrative and clinical programs, (4) Participates with CCDPH Leadership and medical staff in planning, promoting, and conducting Public Health equity assessments and performance improvement activities and (5) Collaborates with other health care staff to establish and maintain programs that cross service and/or discipline lines and influence organizational mission and health 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



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

- As a key member of the nursing Management team, the CNO must provide leadership, vision, and direction for Nursing and all allied health personnel
- Plans, implements, and directs a broad range of community health and nursing services.
- Oversees CCDPH programs including but not limited to: APORS (Advance Pregnancy Outcomes Reporting System), Lead Poisoning Prevention, TB Control, and Health Screening and Disease Management
- Participates in CCDPH Incident Management Team during public health emergency responses
- Evaluates evidence-based data, programs, and strategies or promising practices to create and modify systems of care and to support strategies that address scientific, political, ethical, and social public health issues.
- Evaluates overall effectiveness, quality, and sustainability of programs; design systems-level quality initiatives and evaluation plans that foster program sustainability; incorporate quality and cost measures for agency program evaluation; and promote the use of technology to improve the evaluation of program quality and effectiveness.
- Models effective communications as member or leader of inter-professional teams and interdisciplinary partnerships, both internally and externally
- Fosters a diverse public health workforce that supports a just and civil culture.
- Creates strategies that enhance collaboration within and across systems and organizations to address population health issues.
- Develops strategies for determining programmatic budget priorities based on program outcomes, stakeholder, cost-analysis & financial input from federal, state, tribal, and local sources and develop a programmatic budget using available data.
- Prioritize and approve contracts and other agreements for the provision of public health services.



Typical Duties

- Adheres to public health and public health nursing ethical standards in all interactions with individuals, communities, and organizations
- Creates policies, processes, and systems within the organization to maintain standards in practice and accreditation.
- Advances health equity as shared values through community engagement at the organizational and systems level.
- Applies organizational and other theories to guide the development of system-wide approaches to reduce population-level health risks.
- Communicates the overall mission, vision, values, and goals of CCDPH and CCH Nursing
- Establishes and maintains an effective organizational structure that is consistent with CCH' goals and needs
- Demonstrates skill in administration with emphasis on strategic planning and broad policy development
- Collaborates with professional and non-professional disciplines to address issues that affect the delivery of care or nursing practice
- Serves as a patient advocate in all activities
- Be a key participant in regulatory and accreditation efforts for CCDPH
- Participates in annual budget preparation and is responsible for monitoring and controlling expenditures
- Be an active member of CCH Nursing Leadership and fully participate in all relevant programs and activities of the nursing service department
- Develops a management team that supports and carries forth the mission, vision, and values of the CCH
- Ensures the delivery of evidence-based nursing practice across the system
- Ensures total compliance with professional nursing practice standards for patient care services
- Ensures multidisciplinary involvement in policy and procedure development
- Determines an appropriate staffing plan/staffing methodology for determining and monitoring staffing effectiveness
- Promotes and encourage professional growth and development of all Nursing and allied health personnel
- Works with Professional Development staff to establish performance standards for assessment/reassessment of staff competency and onboarding for new hires
- Develops and implements strategies to address improvement in the delivery of care across CCDPH
- Participates in the development and implementation of an outcome-driven process/performance improvement plan
- Maintains open and collaborative relationships with leadership and peers across CCH
- Projects a positive image of the system's mission, vision and values within and outside CCH
- Demonstrates the highest level of professionalism in the work environment and serve as a role model

Reporting Relationship

This position will have a matrix reporting relationship to the Chief Nursing Executive and to the Chief Operating Officer for Cook County Department of Public Health.



Minimum Qualifications

- A current and valid Illinois Nursing License no later than two (2) weeks prior to commencement of employment with CCHHS
- Graduate of an approved school of nursing
- Master's Degree in Nursing, Public Health, Community Health Nursing, Healthcare Management, or related field
- Six (6) years of management and/or leadership experience with at least three years of public health or community health experience
- Experience and knowledge of public health nursing practice standards, state law, regulatory and accrediting organization standards

Preferred Qualifications

- Doctor of Nursing Practice (DNP) from an accredited college or university
- Experience in Population Health management
- Advanced Certification in public health Nursing
- Experience with process improvement and Lean Six Sigma
- Previous experience working with organized labor

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.

