



Job Code: 8048
Grade: 24
HCWR: Exempt

Job Title
Director of Nursing, Ambulatory

Department
Nursing Administration, Ambulatory

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

Job Summary

The Director of Nursing, Ambulatory (DON) is responsible for providing clinical direction and leadership for effective management of nursing practice in the clinics and departments of the Ambulatory and Community Health Network. 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 organizational mission and health care, and responsibility for outcomes. The Director of Nursing is responsible for administrative functions of assigned nursing units/programs/departments. He/she 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 service leaders of the ACHN and other affiliates of CCHHS 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 patient care services for ACHN, (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 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

- ACHN Management,
- The DON must:
- Communicate the overall mission, vision, values, and goals of CCHHS Nursing
- Establish and maintain an effective organizational structure that is consistent with CCHHS and ACHN vision 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 ACHN and is responsible for monitoring and controlling expenditures
- Be an active member of CCHHS Nursing Leadership and enthusiastically participate in all programs and activities of the nursing service department
- Management
- The DON must:
- Develop a management team who supports, carries forth the mission, vision, and values of the CCHHS
- Ensure the delivery of evidence-based nursing practice across the network
- Ensure the adherence to professional nursing practice standards for ACHN and ambulatory services
- Ensure multidisciplinary involvement in policy and procedure development
- Determine an appropriate staffing plan/staffing mix across the ACHN network
- Promote and encourage professional growth and development of all Nursing and allied



Typical Duties

health personnel

- Work with Professional Development staff to establish performance standards for assessment/reassessment of staff competency
- Develop and implement organizational strategies to address improvement in the delivery of nursing care
- Participate in the development and implementation of an outcome-driven process/performance improvement plan
- Maintain open and collaborative relationships with leadership and peers across the CCHHS
- Promote harmonious and constructive relationships across the system
- Project a positive image within the CCHHS

Reporting Relationship

The Director of Nursing, Ambulatory reports to the Chief Nursing Officer. This position also has an operating relationship to the Chief Operating Officer, Ambulatory Services for day to day operations.

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, or related field such as Healthcare and/or Business Administration
- Three (3) years executive level administrative experience
- Five (5) years of progressive administrative/management experience in the specific area of practice (example ED/trauma management experience is required for the DON in ED/Trauma service) or equivalent nursing management experience in a related discipline required (Example 5 years' experience in critical care administration)
- Expert knowledge of nursing practice standards, state law, ambulatory regulations and accrediting standards

Preferred Qualifications

- 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.