



Job Code: 8132

Grade: 24

HCWR: N

Job Title

Associate Nurse Executive, Provident

Department

Nursing Administration

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

Job Summary

The Associate Nurse Executive, Provident (ANE) is responsible for providing leadership, direction and management of all nursing functions at the Provident Hospital. The ANE leads nursing practice in the hospital and maintains high-quality standards of patient care consistently. This role develops and deploys nursing policies, objectives, and initiatives, reviews nursing operations to ensure compliance with established state/federal standard/regulations, drives the delivery of quality/cost- effective patient care, as well as, oversees the performance of nursing staff. As a member of the Nursing Executive team, the ANE creates an engaging environment in which the healthcare team is able to practice safely, effectively, and efficiently. The ANE is responsible for promoting evidence based practice in the clinical settings

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

- Leads the planning, development, and execution of an organization and culture reflecting high clinical quality standards, as benchmarked by CCH and externally by America's Essential Hospitals (AEH).
- Serve as an spokesperson and role model for clinical quality excellence
- Reviews, approves, implements and communicates clinical protocols, policies and procedures to facilitate efficient and effective practices.
- Ensures effective interdepartmental coordination through program development and process improvement activities
- Leads activities related to performance improvement, clinical quality goals, effective cost management, patient satisfaction, and operational goals
- Works with leadership to oversee operations and collaborates with leadership in the management of clinical core functions
- Develops and defines processes performance expectations for all nursing staff through the learning management system (LMS) while addressing performance improvement needs through coaching, accountability plans and disciplinary action
- Leads the development and execution of a culture of accountability
- Conducts all aspects of the position in an ethical manner in support of the organization's commitment to ethical behavior in all areas of personal and professional activity
- Collaborates with Chief Nursing Officer (CNO) and other senior management to establish objectives for the hospital and its operating departments toward the improvement of hospital services
- Works with the CNO and leadership concerning the acquisition of equipment, facilities, new construction, and changes in space allocation. Provides detail outlining the selection and acquisition of equipment, outside vendors, supplies, and support services, as needed for review.
- Ensures rational and purposeful management of patient care through the application of sound, strategic planning and evidence-based practices
- Promotes sound fiscal operations by implementing an effective budgeting process for planning, implementation and monitoring
- Ensures effective leadership and management of assigned departments/service lines through the application of management principles. Ensures that plans are developed,



Typical Duties

maintained, and reviewed within established guidelines suitable to the scope of services and objectives in alignment with the hospital.

- Pursues and aligns both hospital and organizational goals consistent with the mission, vision, values and strategic framework
- Engages staff in decision making and problem solving which are supported by industry standards and evidence-based best-practices
- Participates in the recruiting, interviewing, hiring, and orienting of staff
- Promotes the Shared Governance Model throughout the organization to improve patient outcomes and nursing satisfaction
- Monitors Patient Experience scores for Provident Hospital and collaborates with other leaders to develop and implement action plans
- Creates and exceeds service standards utilizing key service dimensions and knowledge of patient/customer expectations. Models appropriate behavior in all interactions with patients, families, and staff.
- Standardizes services, processes, resources, and practices where appropriate to improve efficiency maximizing continuity of patient care, while maintaining professional standards within disciplines across Provident Hospital.
- Ensures regulatory compliance with all State/Federal and JCAHO standards as evidenced by successful surveys and inspections. Maintains readiness for on-site surveys and/or inspections by assuring that all staff are knowledgeable of regulatory standards ensuring that standards are met within CCH.
- Develops and implements operational plans to achieve target performance
- Engages the medical staff, employees, and community to seek innovative program enhancements that benefit the community and financial health of the CCH
- Performs other duties as assigned.

Reporting Relationship

The Associate Nurse Executive, Provident Hospital has a matrix reporting structure reporting both to the Chief Nursing Officer and the Operating Officer, Provident.

Minimum Qualifications

- Licensed as a Registered Professional Nurse in the State of Illinois no later than two (2) weeks prior to commencement of employment with CCH
- Bachelor of Science in Nursing from an accredited college or university
- Master's degree or higher in Health Administration, Public Health, Business Administration or Nursing from an accredited college or university
- Seven (7) years of progressive leadership experience with at least five (5) years in a Director or other Executive level role for a large hospital or health care system with responsibility for all patient care services

Preferred Qualifications

- Experience in a safety net organization
- Advanced Certification in Nursing Administration
- Previous experience in a public or government hospital setting



Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of nursing practice standards, state law, ambulatory regulations and accrediting standards
- Excellent knowledge of quality metrics and implementation of policies, procedures, workflows and cultures to achieve such metrics
- Excellent communication skills and evidence of collaborative practice is required
- Demonstrated expertise of leading organizations with successful clinical and fiscal outcomes
- Demonstrated expertise in healthcare delivery systems and performance improvement programs
- Demonstrated personal commitment to quality job performance, a sense of responsibility for high achievement, professional appearance, awareness of current events throughout the hospital, and positive promotion
- Demonstrated commitment to the success of the organization through enthusiastic, positive, and inspirational interactions with others and continuous role-modeling of the behaviors consistent with the mission, vision, and values
- Demonstrated a passion about bringing quality healthcare to underserved populations
- Demonstrated knowledge of hospital and department compliance requirements for federal and state funded healthcare programs (e.g., Medicare and Medicaid) regarding fraud, waste, and abuse
- Knowledge of The Joint Commission (TJC) and federal and state regulatory standards
- Must be able to proactively create the healthcare environment of the future for hospital-based services at the system within the first year of work
- Must role model positive communication and team relationship skills
- Must have a proven ability to lead consensus-based decision making
- Dynamic individual with an inspirational and motivational leadership style
- Effective communication/coaching skills to support, direct, and develop staff/others using timely and appropriate performance feedback and shared departmental knowledge and skills

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.

