



Job Code: 8142
Grade: 24
HCWR: N

Job Title
Director of Nursing Excellence

Department
Nursing

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

Job Summary

The Director of Nursing Excellence provides leadership and oversight for the planning, implementation, and coordination of ANCC Magnet/Pathway to Excellence Recognition Program® standards to promote nursing excellence, empowerment through shared governance, and professional development of nurses. Serves as a liaison for nursing leadership to the American Nursing Credentialing Center (ANCC), National Database for Nursing Quality Indicators (NDNQI), nursing staff, providers, CCH leaders and staff, and the community. May lead assigned departments. This position will be responsible for the strategic and tactical development, implementation, and maintenance of Magnet/Pathway to Excellence designation at Cook County Health (CCH).

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

- Develops training and continued education programs for quality improvement and evidence-based practice.
- Promotes the necessary culture changes to increase staff involvement and enhance professional practice.
- Directs the preparation, composition, editing, publication, and submission of the CCH Magnet/Pathway to Excellence (M/PE) document. Maintains documentation for re-designation to include demographic data, narrative notes, attachments, and project summaries. Collaborates with key personnel to manage and submit the M/PE annual summary (Demographic Data Collection Tool) and interim report. Coordinates the re-designation process through a variety of functions including contributing to an environment of motivation, commitment to a high level of professionalism and focus on excellence. Oversees all organizational preparations for site visits.
- Maintains up-to-date knowledge of ANCC information, networking, list serve, and state and national activities related to M/PE including changes to the M/PE Recognition Program's designation process. Facilitates necessary changes to meet re-designation requirements. Clarifies M/PE related issues and coordinates responses to ANCC requests. Collaborates with other M/PE facilities nationally on maintaining M/PE components and improving nursing excellence.
- Plans, organizes, develops, directs, coordinates, and evaluates the human and material resources necessary to support compliance with ANCC Magnet Recognition Program criteria.
- Facilitates the integration of professional nursing concepts, including M/PE standards into nursing leadership goals, organizational programs, and hospital initiatives. Serves as an expert in developing, implementing, and evaluating education related to M/PE.
- Coordinates the organization's M/PE processes as the onsite expert and resource for the ANCC Magnet Recognition Program®. Serves as the liaison between the organization and the ANCC Magnet Program Office. Provides oversight for the M/PE Champions. Mentors clinical nurses to lead M/PE Champion meetings and initiatives. Collaborates with nurse leaders to facilitate clinical nurse involvement in M/PE Champion and Shared Governance meetings across the Central Division. Links M/PE Champion activities with Shared Governance work.



Typical Duties

- Leads the organization in applying M/PE standards to the practice environment and clinical practice. Coaches and mentors nurses at all levels of the organization in their understanding and application of M/PE standards. Serves as a mentor and resource to organizations both within and outside of CCH in pursuing nursing excellence and M/PE recognition.
- Serves as the Nursing representative in System initiatives aligned with M/PE standards to promote nursing excellence.
- Promotes enculturation of shared governance across the organization to include interdisciplinary teammates. Promotes best practice and champions shared governance. Develops curriculum and teaches shared governance classes.
- Functions as the Central Coordinator for the National Database for Nursing Quality Indicators (NDNQI); is primary contact for the organization for communication with NDNQI regarding quarterly data, newsletters, teleconferences, by email or telephone; disseminates information within the facility regarding NDNQI and Press Ganey Nurse satisfaction data; monitors data and updates Unit leaders, continuously evaluating Unit information and making changes in enrolled units in database; fulfills responsibilities for supervision of data collection and submission, supervises tutorial completion by User; interprets and disseminates reports, manages report discrepancies, and interprets use to maximize database as a resource.
- Completes necessary gap analysis and plans corrective actions.
- Leads advance nursing quality research and professional practice by identifying and documenting the necessary clinical, information systems, and resources necessary to support evidence-based practice.
- Serves as Editor-in-Chief for printing nursing publications, such as the Nursing System annual nursing report. Oversees the development, design, compilation, production, editing, printing and distribution of publications as assigned. Works with Chief Communications Officer to ensure standards of CCH are represented. Evaluates publications with the editorial board and implements changes to keep communications current and dynamic. Evaluates, designs, coordinates, and/or participates in other activities to showcase nursing accomplishments within and outside the organization, in print and/or electronic formats.
- Manages assigned departments ensuring that assigned goals are met.
- Constant interaction with internal and external customers to include (but not limited to) nursing teammates, nurse leaders, clinical nurse specialists, service line educators, shared governance leaders, M/PE Champions, and inter-professional teammates.
- Performs other duties as assigned.

Reporting Relationship

Reports to the Chief Nursing Executive or designee

Minimum Qualifications

- Licensed as a Registered Professional Nurse in the State of Illinois
- Master's degree in Nursing from an accredited college or university
- Five (5) years of experience in healthcare and previous experience in healthcare quality improvement or accreditation activities
- Three (3) years of leadership experience
- Two (2) years of Pathway to Excellence or Magnet experience



Preferred Qualifications

- Doctor of Nursing Practice (DNP) or Doctor of Philosophy (PhD) in Nursing
- Previous experience with shared governance leadership

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of hospital policies and ANCC Magnet Recognition Program® and designation process.
- Excellent interpersonal skills and ability to coach staff for optimum outcomes.
- Excellent oral and written communication skills.
- Experienced writer.
- Ability to communicate in a positive, consistent, and open manner.
- Ability to establish and maintain collaborative work.

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.