



**Job Code:** 8157  
**Grade:** 24  
**HCWR:** N

**Job Title**  
Chief Nursing Executive

**Department**  
Nursing Administration

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

**Job Summary**

The Chief Nursing Executive is responsible for nursing practice throughout Cook County Health (CCH) by establishing patient care guidelines and a framework of nursing policies and procedures designed to provide overall guidance and direction to the nursing organization and the clinical practice of nursing for 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

*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**

- Provides leadership to Nursing Operations in the development, implementation and evaluation of the written plan for the provision of nursing care, philosophy of nursing, policies, standards and programs that support the clinical practice of nursing and for effective nursing care delivery systems throughout the organization.
- Participates in the development and implementation of an ongoing program to monitor, evaluate and improve the quality of nursing care delivered to the patient and family throughout the district. Identifies and analyzes the design of jobs, work processes, workflows, etc. for Nursing Administration and implements appropriate changes to improve effectiveness productivity and efficiency that support the overall goals of the department and CCH.
- Ensures the overall direction, leadership and executive management of Nursing Administration.
- Responsible for planning budget and personnel management, policy development / implementation and consultation with staff and senior management to ensure that the department meets educational and recruitment goals for internal and external customers.
- Responsible for expanding professional growth and development opportunities for nursing staff. Ensures the design of nursing roles is optimal and makes revisions as needed.
- Ensures the scheduling, productivity and quality components of the nursing function at CCH operate effectively, for appropriate staffing levels on a house-wide basis.
- Maintains knowledge of applicable rules, regulations, policies, laws and guidelines that impact or govern the practice of nursing. Develops effective internal controls that promote adherence to applicable state/federal laws, and the program requirements of accreditation agencies and federal, state and private health plans. Seeks advice and guidance as necessary to ensure proper understanding.
- Develops and monitors annual operating and capital budgets that ensure Nursing Administration functions have the necessary funds to carry out the goals and objectives that have been established for the area.
- Ensures communication of information regarding nursing within CCH through publishing, assisting in publishing research findings and participation in the production of an in-house nursing publication.
- Maintains a positive working relationship with all nursing management, other CCH management, the Board and outside organizations associated with the practice of nursing to ensure up-to-date information is available and that needed changes can be made successfully.
- Directs clinical nursing practice to achieve the highest quality of patient care and foster a "Best of Class" clinical practice environment.
- Develops and provides direction for the implementation of the CCH's plan for the provision of nursing care to patients.
- Develops the infrastructure for establishing and implementing standards of patient care and nursing practice.
- Creates an environment that supports and facilitates the development of professional nursing practice, management and leadership.
- Develops relationships with internal, local and regional nurse leaders, academic institutions and professional organizations.



### Typical Duties

- Establishes and maintains productive working relationships with the Medical Staff.
- Implementing CCH values, mission and vision.
- Organizational Leadership
- Promoting a trusting environment and developing relationships with leaders and physicians throughout the organization.
- Formulates operational plans to achieve the future goals for nursing services as set forth in the CCH strategic plan.
- Achieves organizational goals and effectively influencing change through the use of knowledge, data and personal influence.
- Provides clear direction, establishing priorities, defining relationships, and clarifying roles within a complex and dynamic organization.
- Guides the growth and development of nursing leadership (individually and collectively) through mentoring, shared decision making, problem solving and individual and team development plans.
- Strategic Planning
- Develops and articulating a vision for nursing that includes defined strategies and outcomes for nursing practice and professional development.
- Actively participating in strategic planning processes for the organization, developing programs and services that addresses health care needs.
- Translates the strategic goals into tactical plans for nursing and other clinical areas.
- Provides leadership in developing the overall plan for the recruitment and retention of nursing, ensuring that a sufficient number of qualified staff members are available to meet the needs of patients.
- Effective Patient Care
- Interacts with the Board, management, medical staff and other organizational leaders in representing and advocating for the delivery of the highest quality patient care and professional nursing practice.
- Provides leadership in development, implementation and evaluation of organizational mechanisms and systems that impact the delivery of quality patient care.
- Implements and supports a nursing care delivery system that facilitates quality patient care and the effective use of human, financial and technological resources.
- Develops and maintains a professional practice model that supports nursing collaboration with physicians and other clinical disciplines.
- Demonstrates and communicates a commitment to performance improvement through systematic outcome monitoring of both administrative and clinical data affecting patient care, resource management and professional development.
- Quality, Practice and Environment
- Creates the infrastructure and process for developing patient care programs, policies and procedures, ensuring that they address how patients' nursing care needs are identified and met.
- Ensures nursing compliance with regulatory, accrediting and legislative mandates.
- Clinical Nursing Practice
- Ensures excellence in patient care delivery and implementing evidence-based practices.
- Utilizes current "best practice" information on the delivery of nursing care.
- Defines the processes for developing, reviewing and approving all nursing policies and



### **Typical Duties**

procedures, standards of patient care and standards of nursing practice.

- Collaborates with the Medical Executive Committee regarding policies and practices related to the management of patient care.
- Education & Research
- Develops and maintains systems that ensure the appropriate orientation and ongoing education of clinical staff.
- Establishes and maintains professional liaisons with educational institutions to promote the exchange of resources and collaboration between service and education.
- Creates an environment that values and engages nursing research in the development of best practices for the design of policies and procedures, standards of care and clinical decision- making.

### **Reporting Relationship**

Reports to the Chief Executive Officer

### **Minimum Qualifications**

- Master's Degree in Nursing, Healthcare Administration, Business Administration or related field.
- A current and valid Licensed Registered Professional Nursing in the State of Illinois no later than two (2) weeks prior to commencement of employment
- Seven (7) years of progressive nursing leadership experience in a complex, urban medical center to include three (3) years of management experience

### **Preferred Qualifications**

- Ten (10) years of Nursing Management experience, preferably in a senior leadership role such as a Chief Nursing Officer.

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

- Provides care to assigned patient population in accordance with the current State of Illinois Nursing Practice Act, established protocols, multidisciplinary plan of care and clinical area specific standards.
- Proven written and verbal communication skills with demonstrated leadership ability.
- Must be able to express ideas and views effectively and persuasively in hospital staff and public.
- Must be able to gather and analyze data to make appropriate and effective decisions.
- Must be able to demonstrate an in-depth knowledge of nursing and nursing administration.
- Must be capable of recruiting, developing and motivating people.
- Must be able to think creatively and strategically in order to develop and implement management procedures.
- Must have working knowledge of hospital organization and operations, administrative standards, regulations and practices within
- A thorough knowledge of state and federal laws, rules and regulations including the IDPH Administrative Code, Centers for Medicare and Medicaid, The Joint Commission, Hospital



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

Licensing Act and Annual Patient Safety Goals

- Ability to evaluate the broad perspective of issues in terms of consequences and scope when planning for the future and responding to problems
- Demonstrates respect and sensitivity for cultural diversity and working with employees, co-workers, patients, clients of diverse backgrounds
- Strong interpersonal skills necessary for interfacing with management at all levels of the organization, building relationships within CCHHS and with external agencies
- Excellent communication skills
- Strong writing skills with a demonstrated ability to prepare written material for internal or external use
- Analytical skills; problem-solving skills
- Strong decision making skills; ability to discern and selectively communicate critical information
- Attention to detail
- Work to meet deadlines
- Flexibility and adaptability in performing work duties
- Strong project management skills
- Ability work well under pressure
- Conflict management skills
- Ability to prepare departmental budgets
- Ability to analyze data and provide recommendations
- Ability to work independently through the completion of projects and assignments
- Strong organizational 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.**