



Job Code: 8177

Grade: 24

HCWR: N

Job Title

Chief Nursing Officer, Provident Hospital

Department

Nursing Administration

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

Job Summary

The Chief Nursing Officer, Provident Hospital works to effectively and efficiently manage the operations of the service line. Provides leadership, direction, and management for assigned areas of responsibility in the fulfillment of the mission, vision, values and goals of Cook County Health (CCH). Ensures quality improvement, staff empowerment, customer satisfaction, and cost-effectiveness of programs/services under direction. Develops and implements the organization's plan for providing nursing and other clinical care to patients for all Provident hospital-based programs. Develops the hospital-wide patient care programs, policies, and procedures that describe how nursing and patient care is assessed, interventions planned and provided, and outcomes evaluated. Ensuring efficient and effective coordination and delivery of patient care services. Plans, directs, and coordinates activities of multiple nursing departments in the facilities to maintain standards of patient care, and advises in matters related to day-to-day clinical operations and nursing practice.

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 where it is all about very high clinical quality standards, as benchmarked by CCH and externally by America's Essential Hospitals (AEH). Recognized as role model for clinical quality excellence.
- Leads the hospital in building a culture of accountability. Ensures organizational accountability is within the limits authorized by policies, procedures, and budgets for each affiliate
- Conducts all aspects of the job in an ethical manner in support of the system's commitment to ethical behavior in all areas of personal and professional activity
- Collaborates with senior management to establish objectives for the hospital and its operating departments toward the improvement of hospital services
- Works with department directors, formulates departmental objectives, proposes new services and programs, determines personnel needs and space requirements for existing and proposed programs, reviews and makes recommendations to Nursing Leadership and Provident Hospital Executive Team
- Develops and implements strategy, communicating key hospital objectives, strategies, and plans to directors, managers, and staff of all affiliates
- Ensures that each operating department and service line develops, maintains, and uses short range plans suitable to its scope of service and objectives; ensures that such plans are in harmony with the hospital's overall objectives, plans, and programs
- Ensures management of operations of patient care, professional, ancillary, and general services for all affiliates within hospital-based services
- Ensures the effective recruitment, selection, supervision, development, and retention of patient care services management and staff
- Serves as a member of the Nursing Leadership Team and attends relevant meetings of the Board, medical staff, nursing staff and interdisciplinary groups as determined
- 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 of established budget goals
- Ensures effective leadership and management of assigned departments/service lines



Typical Duties

- through the application of management principles within established guidelines
- Reviews, reports, and adjusts practices in the hospital in order to meet necessary regulatory and legal standards
- Ensures well integrated and organized delivery of services through effective intra- and inter-departmental coordination
- Maintains and promotes a personal, professional philosophy of community involvement by participating in professional and community activities
- Pursues and aligns both hospital and CCH goals consistent with the mission, vision, values and strategic framework while simultaneously influencing others and translating these goals into action
- Brings any questions or concerns regarding compliance to the immediate attention of hospital administrative staff. Takes appropriate action with concerns reported by department staff related to compliance
- Engages staff in decision making and problem solving which are supported by industry standards, best- practices and evidence-based medicine which continually lead to ongoing education, performance improvement activities, and the highest standards of performance
- Accommodates the needs of others through the use of timely actions, clarification, apologies, considerations, and the offering of additional information

Reporting Relationship

Reports to Chief Nursing Executive

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
- Five (5) years of leadership experience for a large hospital or health care system with responsibility for all patient care services

Preferred Qualifications

- Doctor of Nursing Practice (DNP) or PhD in Nursing from an accredited college or university
- Previous experience in a public or government hospital setting
- Advanced Certification in Nursing Administration

Knowledge, Skills, Abilities and Other Characteristics

- Excellent knowledge of quality metrics and implementation of policies, procedures, workflows and cultures to achieve such metrics is required
- 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
- Demonstrated personal commitment to quality job performance, a sense of responsibility for high achievement, professional appearance, awareness of current events throughout the



Knowledge, Skills, Abilities and Other Characteristics

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 through the use of timely and appropriate performance feedback and shared departmental knowledge and skill

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.