



**Job Code:** 9910

**Grade:** 24

**HCWR:** N

**Job Title**

Senior Director of Advanced Practice Registered Nurses (APRNs)

**Department**

Nursing

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

**Job Summary**

The Senior Director of Advanced Practice Registered Nurses (APRN) is responsible for the strategic planning, coordination, communication and evaluation of systems and processes that support the effective and efficient practice of APRNs. Collaborates with the Senior Director of APPs in developing and implementing the necessary nursing advanced practice policies, guidelines, and practices to ensure consistency and standardization across all clinical specialties. Assumes overall responsibility of the operations of the Advanced Practice Nursing Professionals within Cook County Health (CCH). This position will be required to maintain credentialing and license providing at least 20% of patient 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

*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**

- Collaborates with CCH Leadership to determine need for APRN positions, based on hospital metrics, patient care needs, clinical coverage requirements, staffing plans and projected areas of growth.
- Partners with nursing, physician, and hospital Leadership to develop and communicate vision for care delivery models and facilitate implementation and ongoing refinement of such models across the continuum including critical care, step-down, intermediate and ambulatory settings.
- Remains clinically active as a licensed and credentialed provider performing at least 20% patient care in appropriate clinical area performing the duties of an APRN. Orders, performs, and interprets diagnostic and therapeutic tests and procedures. Prepares patient treatment plans and makes appropriate referrals to other healthcare professionals and/or agencies
- Oversees the training of new APRNs on clinical protocols and procedures. Defines job expectations and monitors productivity.
- Participates in development and implementation of quality improvement initiatives. Implements process improvement initiatives and procedures for APRNs.
- Develops, reviews, and administers policies and procedures. Provides input to improve care processes and patient outcomes.
- Prepares budgets in collaboration with the Chief Nursing Executive and the Chief Medical Officer and prepares and defends budgets.
- Ensures compliance with practice standards for the safe delivery and quality of care. Monitors and assures effective and safe implementation of clinical protocols. Provide coaching and feedback on performance to senior leaders and APRNs.
- Directs and oversees the development and implementation of educational programs for APRNs. Ensure developmental opportunities and coordinates continuing and in-service education for APRNs as needed.
- Fosters an environment that is conducive and supportive of evidenced based practice and ongoing research. Collaborates with CCH Leadership to ensure appropriate continuing education requirement are met for APRNs. Supports and/or participates in the Nursing Professional Practice Models councils and committees.
- Provides oversight of systems to demonstrate APRN value through outcomes/metrics including cost-effectiveness ratios, clinical outcomes, and satisfaction outcomes (including patient/family, nurse, physician and APRN).



**Typical Duties**

- Provides support and oversight to APRN related grant activities
- Analyzes current and future trends in the use of APRN scope of practice to ensure APRN positions maximize scope of practice. Enhances the body of knowledge for nursing through the exchange of ideas and knowledge in professional organizations, oral presentations, posters, research activities and written publications.
- Identifies key performance metrics (KPIs) both for APRN-related processes and outcomes specific to each practice environment to ensure the highest quality of care and patient satisfaction; implement changes to optimize care delivery models.
- Acts as a Liaison with local, state, regional, and national policy and regulatory bodies regarding APRN practice and policy-level decisions affecting APRN practice.
- Serves as a liaison to hospital administration for issues related to APRNs. Serves as a clinical expert and leadership consultant to the Hospital Leadership team regarding the role of APRNs providing leadership and administrative direction including supporting plan development, priority-setting, decision-making, fiscal planning and professional development.
- Collaborates with appropriate departments and physician groups on financial and billing matters relevant to APRN practice. Oversees APRN billing, coding, and documentation practices and ensure compliance with all regulatory requirements and best practices. Stays abreast of APRN billing/reimbursement trends. Leads activities that ensure practices maximize APRN reimbursement consistent with state practice regulations. Analyzes funding arrangements to ensure appropriate funding allocations. Collaborates with Information Technology team to develop systems to measure APRN productivity.
- Strategically plans, orchestrates, tests/executes, and evaluates change and organizational transformation activities with key constituents. Examples include the development of new care models, evidence-based practice change and leading nursing strategic plan activities.
- Encourages a culture of research and academic productivity from the APRN group. Partners with Leadership to support, track, and implement strategies to increase research and academic activity. Responsible for leading the discovery and obtainment of grant funding opportunities.
- Establishes, develops, and maintains well-structured nursing advanced practice programs and processes for: recruitment (marketing, hiring, interviewing), credentialing and privileging, orientation, and onboarding (general and specialty-specific), peer review, OPPE/FPPE, and clinical competency assessment, professional development i.e., advanced model/clinical ladder, continuing education, reward and recognition.
- Helps organize and maintain required and appropriate personnel information (e.g., licensure, certifications, competencies, evaluations) in collaboration with Human Resources, Medical Staff Services, and specialty departments.
- Ensures APRNs are compliant with licensure, certification and credentialing requirements and supervision agreements as needed. Assures APRNs are in compliance with The Joint Commission, Centers for Medicare and Medicaid Services, Illinois Department of Public Health standards including Occupational Safety and Health Administration. Ensures compliance with quality monitoring reports as required.
- Reviews, revises, and/or develops necessary policies, procedures, and guidelines related to nursing advanced practice.
- Performs other duties as assigned.



### **Minimum Qualifications**

- Master's degree or higher from an accredited school of nursing
- Current Licensure in the State of Illinois as an APRN
- Current DEA license or the ability to obtain license within six (6) months of hire
- Current IL Controlled Substance License or the ability to obtain within (6) months of hire
- Seven (7) years of current experience as a practicing APRN with Five (5) years of managerial experience directly related to APRNs

### **Preferred Qualifications**

- Doctoral degree in clinical area of study (e.g., DNP, PhD)
- Experience in a Magnet hospital, along with an understanding of ANCC Magnet
- Experience in change management and process improvement (e.g., Lean/Six Sigma); certification in process improvement techniques and methodologies a plus
- Experience conducting research and obtaining grant funding

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

- Excellent written and oral communications skills
- Ability to effectively communicate with patients/families, clinical and administrative staff
- Experience in planning, organization, and project management
- Ability to work collaboratively with multiple disciplines
- Respect and sensitivity for cultural diversity and working with employees, co-workers and patients
- Flexible and able to deal with ambiguity and change. Ability to work well under pressure

### **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.**