

 Oroville Hospital <b>Job Description for  Director of Nursing  Outpatient Clinics</b>	Department:	<b>Administration</b>
	Dept.#:	<b>8610</b>
	Last Updated:	<b>09/01/14</b>

### **Reports To**

Chief Executive Officer

### **Job Summary**

The Director of Nursing Outpatient Clinics provides administrative oversight and assistance to the Clinic Manager in the development, organization, implementation and evaluation of Clinic Operations and the Breast Cancer Navigator program, in accordance with accepted practice and hospital policies and procedures. This includes personnel oversight, providing on-going Quality Improvement monitors, ensuring current standards are met and ensuring that the skills and educational needs of the staff are met. The Director is responsible for the quality of patient care. The Director ensures that safe patient care is provided by qualified, competent, patient care staff to all patients who present to the clinics.

### **Duties**

- Provides Administrative oversight to the daily operations of the clinics
- Ensures standards of patient care through QA monitors
- Understands and works toward meeting current regulatory standards
- Anticipates physician needs
- Addresses problems involving personnel, medical staff, patient, families and the general public
- Defines the overall purpose of the clinics in accordance with hospital goal
- Plans with education department orientation and in-service training for staff members
- Responsible for on-going performance evaluation, guidance and development of personnel
- Ensures smooth daily operations and steady progress towards established clinic goals
- Plans and operates within the approved budget
- Responsible for cost effective programs
- Identifies problems and communicates solutions to appropriate personnel
- Keeps open communication with medical staff
- Provides opportunities for growth and development of clinic staff
- Holds staff meetings to provide opportunity for participative planning

- Responsible for overseeing nurse and support staffing at all clinics
- Serves as a focal point for breast cancer patients. Will direct patient to the appropriate resource or research issue for the patient
- Develops and implements the breast cancer navigator program
- Develops, implements and reviews process for patient satisfaction and quality of life surveys
- Develops and implements breast cancer related database to support program tracking and reporting
- Promotes the breast cancer program to assure access to patient in need of services
- Coordinates and/or assists with the development of annual reports, resource guides and other departmental publications
- Develops, implements and reviews a risk assessment tool for breast cancer patients
- Assist with development of Breast Cancer program/prevention
- Coordinates the breast cancer conference
- Promotes service line programs and activities in the community
- Provides direct patient care if needed
- Performs other duties as assigned

### **Qualifications**

- Graduate of accredited School of Nursing
- Current licensure by the California State Board of Nursing
- Previous charge nurse/management experience preferred
- Current ACLS preferred
- Current BLS
- Exhibit progressive professional development
- Demonstrates flexibility and reliability
- Ability to prioritize and problem solve
- Ability to maintain sensitivity and objectivity to chronic medical and social problems
- Ability to relate well to patients, families, co-workers, and physicians
- Willing to research and present funding options
- Completion of crisis prevention training
- Willing to obtain certification/skills/information necessary to establish and maintain role of Nurse Navigator

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**Lifting Requirements**

Lifting: Heavy, frequent lifting, not more than 100 pounds (with help) and/or carrying objects weighing up to 50 pounds.

Other: May be prolonged periods of standing, walking, reaching and/or stooping.