

 Oroville Hospital  <b>Job Description for Nurse Manager</b>	Department:	<b>Emergency Services</b>
	Dept.#:  Last Updated:	<b>7010</b>  <b>10/24/08</b>

### **Reports To**

Vice President of Nursing

### **Job Summary**

The Emergency Services Manager assists the Vice President of Nursing in providing on-site leadership of all ESD, nursing and ancillary staff and assuming responsibility for the daily operations of the Emergency Services Department.

### **Duties**

1. 24 hour responsibility in the following areas: ensuring staff coverage through appropriate staff scheduling
2. ensuring that staff skills, competencies and educational needs are met
3. Developing and interpreting departmental policy and procedures
4. Acting as liaison between department Medical Director, Vice President of Nursing, Administration and staff
5. Providing on going quality improvement monitors to ensure quality of patient care
6. Assist in selecting, promoting, counseling and disciplining of staff
7. Functioning as staff when able and coordinating orientation of new employees

### **Qualifications**

1. Graduate of accredited school of professional nursing and licensed to practice as a registered nurse in the State of California
2. Previous management experience preferred
3. Current MICN
4. Current ACLS
5. Current PALS
6. Current CPR certification
7. Ability to prioritize and problem solve

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8. Ability to maintain sensitivity and objectively to chronic medical and social problems
9. Ability to relate well to patients, families, co-workers and physician
10. Demonstrates reliability and flexibility with work schedule
11. Completion of crisis prevention training

### **Lifting Requirements**

Sedentary – generally lifting not more than ten lbs. maximum and occasionally lifting and / or carrying such articles as ledgers, files and small items.