

 Oroville Hospital	Job Description for Nurse Manager		Department:	Surgery
			Dept. #:	7420
			Last Updated:	7/24/08

Reports To

Vice President of Nursing

Job Summary

The Nurse Manager is responsible for planning, organizing, implementing and evaluating activities of the surgical unit.

Duties

1. Responsible for staffing and scheduling all staff
2. 24 hour responsibility ensuring staff coverage through appropriate staff scheduling
3. Responsible for staffing/scheduling in a cost effective manner
4. Delegates responsibility
5. Ensures that staff skills, competencies and educational needs are met
6. Assists with development and revision of policies, procedures and forms
7. Develops and interprets departmental policy and procedures
8. Evaluates physical facilities, equipment and supplies to ensure safe nursing care
9. Acts as liaison between department Medical Director, Vice President of Nursing, Administration and staff
10. Provides on going quality improvement monitors to ensure quality of patient care
11. Assists with improving Organizational Performance
12. Exhibits progressive professional development
13. Demonstrates reliability and flexibility
14. Performs other duties as assigned

Requirements

1. Graduate of an accredited school of professional nursing and licensed to practice as a registered nurse in the State of California
2. BSN preferred

3. Experience as a charge nurse for at least two years
4. Demonstrated management experience
5. Good communication skills
6. Highly flexible with schedule
7. Good problem solving techniques
8. Current BLS
9. ACLS Certified
10. RN Certification in Medical/Surgical recommended

Lifting Requirements

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