

 Oroville Hospital	<b>Job Description for Nurse Manager</b>	Department:	<b>Ambulatory Care Services</b>
		Dept.#:	<b>7760</b>
		Last Updated:	<b>7/23/08</b>

### **Reports to**

Vice President of Nursing

### **Job Summary**

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

### **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

### **Qualifications**

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. Current CPR
6. RN certification in Medical/Surgical recommended
7. ACLS Certified

### **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.