

OROVILLE HOSPITAL

JOB DESCRIPTION

 Oroville Hospital	Job Description for VICE PRESIDENT OF NURSING	Department:	Nursing Administration
		Dept.#: Last Updated:	8720

TITLE: VICE PRESIDENT OF NURSING

REPORTS TO: CHIEF EXECUTIVE OFFICER

1. NATURE OF POSITION

The Vice President of Nursing is responsible for planning, organizing, implementing and evaluating activities of Unit 1, Unit 2, Unit 3, Extended Care Unit, Surgery, PACU, Obstetrics, Ambulatory Care, Intensive Care, Home Care and Discharge Planning. The Nurse Manager of these units reports to the Vice President of Nursing. The Vice President of Nursing provides nursing expertise into top level planning and decision making processes within the hospital and is responsible for these units. The Vice President of Nursing has the authority and responsibility for patient care programs, policy and procedure, the Hospital Plan for Patient Care, and the nursing Improving Organizational Performance Plan.

The Vice President of Nursing ensures that there is safe nursing care to patients of all ages, by selecting employees who meet all educational; training; licensure, as appropriate; and experience requirements. Evaluates on at least an annual basis, employee competence in job related knowledge and skills. Provides training, continuing education as indicated to maintain employee competence. Develops and implements policies and procedures, ensures inter-departmental communication and promotes good public relations within the hospital and community.

II. REQUIREMENTS

- A. Graduate of an accredited school of professional nursing and licensed to practice as a registered nurse in the State of California.
- B. Baccalaureate Degree in Nursing.
- C. Experience as a staff nurse for at least two years.
- D. Demonstrated supervisory experience.

OROVILLE HOSPITAL JOB DESCRIPTION
AND PERFORMANCE EVALUATION

NAME _____ DATE OF HIRE _____

DEPARTMENT _____ POSITION: VICE PRESIDENT OF NURSING

STANDARDS OF PERFORMANCE

RESPONSIBILITIES	Does not Meet Standard	Meets Standard
<p><u>I. Planning, Organizing and Evaluating Nursing Services:</u></p> <p>A. OBJECTIVE:</p> <p>DEFINES THE OVERALL PURPOSE OF ALL ASSIGNED DEPARTMENTS ACCORDING TO THE MISSION STATEMENT OF OROVILLE HOSPITAL AND INTERPRETS TO STAFF.</p> <p>STANDARDS:</p> <p>1. A written Nursing Philosophy exists.</p>		
<p>B. OBJECTIVE:</p> <p>RE-EVALUATES JOB DESCRIPTIONS AND PERFORMANCE FOR NURSING PERSONNEL.</p> <p>STANDARDS:</p> <p>1. A written job description and standards of performance will exist for each position.</p> <p>2. Job descriptions and standards of performance are reviewed.</p> <p>3. Ensures that personnel have current job descriptions.</p>		
<p>C. OBJECTIVE:</p> <p>DELEGATES RESPONSIBILITY.</p> <p>STANDARDS:</p> <p>1. Delegated responsibilities consistent with standards of performance.</p> <p>2. Special assignments are communicated clearly, target of completion date is specified, follow-up and progress evaluation is done in a timely manner.</p>		

RESPONSIBILITIES	Does not Meet Standard	Meets Standard
<p>D. OBJECTIVE:</p> <p>EVALUATES PHYSICAL FACILITIES, SUPPLIES TO ENSURE SAFE NURSING ENVIRONMENT.</p> <p>EQUIPMENT AND CARE AND WORK</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Maintains safe working conditions as listed in the OSHA requirements and corrects deficiencies within the recommended time frame. 2. Reviews patient incident form and makes plans for resolutions. 3. Actively communicates with the safety committee any related safety activities. 		
<p>E. OBJECTIVE:</p> <p>PLANS AND EVALUATES STAFFING REQUIREMENTS IN ALL DEPARTMENTS ASSIGNED.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Ensures that there are written individual staffing patterns for each assigned department. 2. Makes recommendations when appropriate. 		
<p>F. OBJECTIVE:</p> <p>DIRECTLY RESPONSIBLE FOR RECRUITMENT AND RETENTION ACTIVITIES.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Reviews records of recruitment activities. 2. Maintains a current position control list. 		
<p>G. OBJECTIVE:</p> <p>INITIATES AND REVIEWS DEPARTMENT POLICIES AND MAINTAINS GENERAL HOSPITAL POLICIES.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. A manual of pertinent policies and procedures exists for all assigned departments. 		

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<p>H. OBJECTIVE:</p> <p>DIRECTLY ACCOUNTABLE FOR QUALITY OF PATIENT CARE IN ALL ASSIGNED DEPARTMENTS.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Concurrent studies are conducted for evaluation of quality of care. 2. Coordinates and evaluates performance improvement activities. 3. Maintain and meet all standards necessary for Title 22, and HCFA accreditation. 		
<p>I. OBJECTIVE:</p> <p>DIRECTLY ACCOUNTABLE FOR ASSURANCE THAT NURSING STAFF HAVE CURRENT PROFESSIONAL LICENSES.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Maintains all records of nursing licenses, CPR, and other pertinent credentials. 		
<p>II. Financial Accountability</p> <p>A. OBJECTIVE:</p> <p>OVERSEES BUDGETS FOR ALL ASSIGNED DEPARTMENTS.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Reviews professional staffing hours, and analyzes financial statements for each unit. 2. Reviews and makes recommendations for changes. 3. Consults with Chief Executive Officer regarding items, and Capital equipment. 4. Recommends improvements in assigned units and hospital systems to provide better utilization of personnel and resources. 		

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<p>B. OBJECTIVE:</p> <p>PLANS AND OPERATES WITHIN THE APPROVED BUDGET FOR ALL ASSIGNED DEPARTMENTS.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Adjusts staffing levels according to policy and standards. 2. Provides justification for budget variances. 		
<p>C. OBJECTIVE:</p> <p>RESPONSIBLE FOR COST EFFECTIVE PROGRAMS IN ALL ASSIGNED DEPARTMENTS.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Participates actively in overall hospital cost management programs. 		
<p><u>III. Maintaining Organization Relationships</u></p> <p>A. OBJECTIVE:</p> <p>COMMUNICATES EFFECTIVELY WITH ADMINISTRATION, DEPARTMENT DIRECTORS AND NURSING STAFF.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Consistent written and/or verbal communication. 2. Encourages positive attitude of nursing department by recognition of accomplishments. 3. Nursing staff meetings are held as needed. 		
<p>B. OBJECTIVE:</p> <p>NURSE MANAGEMENT MEETINGS ARE HELD.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Records Maintained. 		
<p>C. OBJECTIVE:</p> <p>CLEARLY DEFINES RESPONSIBILITIES AND LINES OF AUTHORITY IN ALL ASSIGNED DEPARTMENTS.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. A current organizational chart is maintained for each department. 		

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<p>D. OBJECTIVE:</p> <p>IDENTIFIES PROBLEMS AND COMMUNICATES SOLUTIONS TO THE APPROPRIATE PERSONNEL.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Attends Department Directors Meetings. 2. Acts as liaison, if needed, for staff and other department directors. 3. Acts as liaison for staff when all other channels of resolution have been explored. 		
<p>E. OBJECTIVE:</p> <p>MAINTAINS A SATISFACTORY RELATIONSHIP AND COMMUNICATIONS WITH THE CHIEF EXECUTIVE OFFICER.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Informs the Chief Executive Officer of patient needs and departmental situations as necessary. 		
<p>F. OBJECTIVE:</p> <p>ACTS AS A REPRESENTATIVE OF NURSING ON HOSPITAL COMMITTEES.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Actively participates in committees as assigned. 2. Participates with hospital disaster planning 		
<p>G. OBJECTIVE:</p> <p>MAINTAINS A SATISFACTORY RELATIONSHIP AND COMMUNICATIONS WITH THE MEDICAL STAFF.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Attends designated Medical Staff meetings. 2. Has a working relationship with medical staff. 		
<p><u>IV. Professional Growth</u></p> <p>A. OBJECTIVE:</p> <p>EXHIBITS PROGRESSIVE PROFESSIONAL DEVELOPMENT.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Attends educational seminars. 2. Knowledgeable of current practice and standards in clinical areas. 3. Distributes educational material to staff. 		

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<p>B. OBJECTIVE:</p> <p>DEMONSTRATES RELIABILITY AND FLEXIBILITY.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Rarely sick. 2. Demonstrates flexibility in work schedule. 3. Twenty-four hour responsibility for all assigned departments. 		
<p><u>V. Personnel Responsibilities</u></p> <p>A. OBJECTIVE:</p> <p>SELECTS, APPOINTS, PROMOTES, EVALUATES, AND DISCHARGES STAFF IN ALL ASSIGNED DEPARTMENTS.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Annual evaluations are completed. 2. Counsels staff as needed. 3. Supports and encourages harmonious relationships. 		
<p>B. OBJECTIVE:</p> <p>ADMINISTERS PROFESSIONAL DEVELOPMENT FUND.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Reviews and approves all professional fund requests according to contract. 		
<p>C. OBJECTIVE:</p> <p>MAINTENANCE OF RECORDS.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Staffing rosters, time off requests, verification reports, acuity data, and attendance records are maintained. 		
<p><u>VI. Administrative Responsibilities</u></p> <p>A. OBJECTIVE:</p> <p>REPRESENTS NURSING SERVICES AT BOARD, LEVEL.</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Attends monthly Board meeting and bi-yearly Corporate Board meeting. 2. Participates in hospital's strategic planning process. 		

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<p>B. OBJECTIVE:</p> <p>REPRESENTS ADMINISTRATION WHEN REQUESTED BY CHIEF EXECUTIVE OFFICER.</p> <p>STANDARDS:</p> <p>1. Functions in Administrative role when assigned by Chief Executive Officer.</p>		
<p>C. OBJECTIVE:</p> <p>MONITORS PATIENT COMPLAINTS.</p> <p>STANDARDS:</p> <p>1. Investigates specific patient complaints.</p> <p>2. Present for state audit of charts, complaints of patients when related to assigned departments.</p>		
<p>D. OBJECTIVE:</p> <p>MONITORS EXPENSES AND REVENUES AS RELATES TO PATIENT CARE.</p> <p>STANDARDS:</p> <p>1. Submits recommendations to enhance revenues and decrease LOS.</p>		
<p>E. OBJECTIVE:</p> <p>VICE PRESIDENT OF NURSING RESPONSIBILITIES AND AUTHORITY</p> <p>CHAIRS NURSE MANAGERS BI-WEEKLY MEETINGS.</p> <p>STANDARDS:</p> <p>1. Responsible for patient care programs, policy and procedure, the Hospital Plan for Nursing Care and the Nursing Improving Organizational Performance Plan.</p> <p>2. Prepares and presents agenda for Nursing meetings.</p> <p>3. Defines group consensus on issues.</p> <p>4. Delegates Committee work as needed.</p>		

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<p>F. OBJECTIVE:</p> <p>REPRESENTS NURSING AT COMMITTEE MEETINGS</p> <p>STANDARDS:</p> <ol style="list-style-type: none"> 1. Attends Monthly Board meetings. 2. Reports Nursing activities to Chief Executive Officer on a monthly basis. 3. Attends quarterly Medical Staff meetings and area Director of Nursing meetings. 4. Attends other Hospital functions as assigned by Chief Executive Officer. 		

