CHAIR NURSING OFFICER
JOB DESCRIPTION

Department: Emergency Hospital
Position Title: Chief Nursing Officer
Reports To: Medical Director and Managing Partner

POSITION SUMMARY
The Chief Nursing Officer is a licensed professional, that has twenty-four-hour responsibility and accountability for the emergency department. The Chief Nursing Officer requires knowledge and skills of leadership in administration, principles of effective teaching and learning, human resources management, fiscal management and effective communication and interpersonal relationships. The Chief Nursing Officer will utilize knowledge derived from biological, physical, and social sciences to manage the delivery of patient care, while maintaining quality, cost effectiveness and customer relations. The Chief Nursing Officer provides patient care for all ages in compliance with policies/procedures and the standards of professional nursing practice as defined by the Board of Nurse Examiners for the State of Texas.

POSITION REQUIREMENTS:

1. A minimum of eight years full-time RN related experience in Emergency Services.
2. A minimum of five years of nurse management experience.
3. Graduate of an accredited school of nursing.
4. Current Texas Licensure with the State Board of Nurse Examiners of Texas
5. Current BCLS/CPR certification for Healthcare Provider
6. Current ACLS certification
7. Current PALS or ENPC certification
8. TNCC and CEN desired
9. MUST have BSN and Masters’ Degree
10. *Will be allowed to be enrolled in Masters’ Program*
11. Educational requirements appropriate for meeting age-specific needs of patients presenting to the emergency center including neonates, infants, children, adolescents, adults and geriatric patients including emergency procedures required for stabilization of patients of all ages.
12. Validation of clinical skills as outlined in the orientation checklist and maintain for annual clinical competency.
13. Must be able to read, write and speak English fluently.

PRIMARY RESPONSIBILITIES

1. Supervision: Supervise Registered Nurses, ER Techs, Radiology/CT Techs, Patient Services Representative and other support personnel staffing in the Emergency Department.
2. Clinical Management: Ensures the effective delivery of patient care in a safe, efficient and cost-effective manner while providing excellent customer service.
3. Human Resources/Financial Management: Manage all human resources documents and files. Interviewing, hiring, corrective action and termination of employees. Process payroll
and maintain confidential files.

5. **Education:** Orient new staff and assures that training and education needs of staff are met. Acts as a clinical resource for all employees.

6. **Scheduling:** Maintains schedules of staff, making changes to meet the needs of the Department.

7. **Supplies/Medications:** Maintains a par level for supplies and medications. Orders or delegates the task of ordering supplies and medications while maintaining cost-effective measures.

8. **Marketing:** Markets services of the department through community services.

9. **Patient Satisfaction:** Maintains a high level of patient satisfaction. Investigates and resolves patient complaints or directs complaints to medical director if needed.

10. **Patient Care / Testing:** Provides patient care to all ages in a safe and an efficient, cost-effective manner. Ability to perform head-to-toe assessments and psych-social assessments on all patients and performs reassessments as per departmental policy. Ability to prioritize needs based on assessments. Accurately assigns the five (5) level triage categories to ensure timely and appropriate care to patients.

11. **Communication:** Communicates with patients, families, physicians and other personnel in a courteous and professional manner.

12. **Cleanliness:** Maintains a clean working environment.

13. **Staff Development:** Maintains current licensure. Participates in continuing education through training in educational programs. The Director of Emergency Services will lead staff meetings and performance improvement activities.

14. **Organizational Support:** Follows policies and procedures. Supports organization's goals and values. Displays willingness to make decisions, exhibits sound, and accurate judgment in the best interest of the organization.

15. **Other:** Performs other duties, tasks and/or projects as assigned by Medical Director.

**WORKING CONDITIONS**

1. Physical Demands – While performing the duties of this job, the employee must lift and/or move up to 50 pounds with good body mechanics. Employee is frequently required to stand and walk up to 8 hours with frequent bending and twisting motions required.

2. Adverse/Hazardous Conditions - Potential injuries resulting from physical efforts and chemical irritants. Potential exposure to body fluids and communicable diseases.

I have received, read and understood the Position Description for the Chief Nursing Officer. I have had the opportunity to ask questions regarding the job requirements, job responsibilities and working conditions. I am aware of the job requirements, responsibilities and working conditions as a Chief Nursing Officer.

_____________________________         __________________________         _____________
Print Name of Employee           Signature of Employee         Date

_____________________________          __________________________          ____________
Print Name of Management      Signature of Management    Date