

FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

Med Surg/ER Nurse Manager

JOB DESCRIPTION

REPORTS TO: Chief Nursing Officer

SUPERVISES: Med Surg/ER Staff

FLSA CLASSIFICATION: Non- Exempt

SUMMARY

The Med/Surg Nurse Manager has responsibilities to oversee Faith Community Hospital's Medical Surgical/ER unit. This position is also responsible for ensuring the safe staffing of the unit. Oversees departmental Quality Assurance and Process Improvement initiatives. Will also work in the unit as needed to assist in staffing issues.

ESSENTIAL FUNCTIONS

- Provides leadership for the Med Surg/ER program and ensures safe guest care practices.
- Provides ongoing systematic monitoring of clinical indicators through Quality Improvement Initiatives.
- Provides formal and informal in-services on appropriate topics and serves as an educational resource in all aspects of nursing care.
- Functions as an advanced clinical role model and demonstrates competent clinical practice in all aspects of nursing care.
- Practices in accordance with accepted standards of care.
- Participates and facilitates community education.
- Collaborates with all members of the health care team to promote an intra-disciplinary approach to guest care.
- Consults with all members of the health care team to coordinate and facilitate care delivery in a smooth transition from the pre-hospital phase until the guest is either transferred to a higher level of care, admitted, or discharged home.
- Performs chart audits.
- Attends meetings.
- Conducts department meeting monthly.
- Other duties and projects as assigned by CNO.
- Active participant in Nursing Administration team events
- Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

PROFESSIONAL REQUIREMENTS

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.

- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.

KNOWLEDGE, SKILLS and ABILITIES

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

QUALIFICATIONS

- Registered Nurse currently licensed in the state of Texas
- Current CPR, ACLS, and PALS certifications
- BSN Required within 2 years of hire, MSN Preferred
- Minimum of 3 years nursing experience required

PHYSICAL REQUIREMENTS

- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting for extended periods of time.
- Standing, walking and reaching.
- Lifting and carrying items weighing up to 50 pounds.
- Corrected vision and hearing to within normal range.

Employee

Department Head/Administrator

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.