JOB DESCRIPTION

TITLE: Director of Inpatient Services
DEPARTMENT: Med/Surg/Peds/Swing Bed 2nd Floor Special Care Unit Cardiopulmonary Rehabilitation

FLSA STATUS: Exempt

REPORTING RELATIONSHIPS:
Supervision Received By: Assistant Administrator for Nursing
Supervision Exercised: RN, LPN, CNA, Ward Clerk, Rehab Tech & Activity Director

POSITION SUMMARY:

Directs the activities and functions of the Inpatient Services, which includes Med/Surg/Peds/Tele/Swing Bed Unit, Special Care Unit and Cardiopulmonary Rehab. Responsible for direction and coordination of the personnel involved in the provision of nursing services within these departments. Collaborates with physicians for the implementation of policies, procedures, standards, and regulations for the departments to facilitate optimal Nursing care. Assumes 24-hour responsibility, authority, and accountability for patient care activities and service operation.

BCH POLICY STATEMENT:

It is the obligation of each employee of --------- to abide by and promote BCH’s mission, values, and Code of Conduct, Standards of Behavior, policies, procedures and related practices. This includes policies relating to Compliance, Infection Control and Safety.

HIPAA SECURITY COMPLIANCE:

__________ is committed to following all federal guidelines related to privacy and security. All employees will be held to the highest standard of confidentiality, and will be required to annually sign an employee confidentiality agreement that outlines the rules and expectation for every BCH employee. Failure to abide by these guidelines could lead to disciplinary action including termination.

Security Access: High Incumbent has access to restricted or confidential patient information and must comply with the terms of the BCH privacy & security policies as it applies to their job.

BEHAVIORAL REQUIREMENTS:

__________ has developed standards for behavior expectations of all employees. Please refer to the __________________ Standards of Behavior.
ESSENTIAL FUNCTIONS:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in the classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Staff may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Systematically evaluates the quality and effectiveness of nursing practice and nursing services in units assigned, analyzing appropriate internal and external data and information to identify opportunities in collaboration with stakeholders for improving services and patient outcomes.

- Evaluates her/his own performance based on professional practice standards, relevant studies and regulations, and organizational criteria identifying areas of strength, as well as areas for professional/practice development.

- Decisions and actions are based on ethical principles and foster a no-discriminatory climate in which care is delivered in a manner sensitive to socio-cultural diversity.

- Promotes integrating evidence-based knowledge into the identification of best practice in the delivery of nursing care to the appropriate population.

- Promotes and monitors regulatory agency standards and customer service expectations for the practice of all aspects of nursing within all departments.

- Ensures availability and operation of necessary equipment and supplies for patient care.

- Plan, organize, coordinate, and direct department functions and activities to ensure services are provided in accordance with the established BCH standards, regulatory and legal requirements. Ensures the continuity of care is maintained.

- Develops reviews, revises, submits, and implements policies, procedures, goals, and objectives for all departments operation. Ensures that policies and procedures are current and updated yearly to comply with CAH regulations. Assure compliance with established standards and regulatory requirements.

- Ensures necessary staffing is provided for all shifts of operation of the department by monitoring, evaluating, and modifying staffing patterns utilizing national staffing guidelines and departmental staffing plan. Collaborates with the House Supervisors, and/or the Assistant Administrator for Nursing to evaluate work schedules as needed to ensure adequate coverage on all shifts.

- Prepares, monitors, and adjusts annual departmental operating and capital budget in conjunction with administration to assure cost effective utilization of personnel,
equipment, and supplies while maintaining quality patient care. Monitors approved budgets on a monthly basis, explaining variances.

- Analyzes and evaluates nursing and related services to improve quality of patient care and utilization of staff time. Monitors productivity of all departments. Approves assigned personnel’s bi-weekly payroll and submits productivity stats each payroll period.

- Interviews and hires applicants. Cultivates an atmosphere that promotes recruitment, retention, and employee appreciation. Promotes good employee relations. Establishes and maintains a climate in which personnel can attain their maximum potential in performance.

- Prepares and reviews personnel performance evaluations and initiates personnel actions such as merit increases, promotions, transfers, disciplinary actions, and termination.

- Approves and contributes to the orientation and education programs for assigned personnel. Coordinates the educational activities of the department with the Director of Professional Development, communicates new/revised protocols, guidelines, and standards to assigned personnel. Creates an environment of professional growth and development.

- Effectively intercede with family and patients and resolve concerns related to the delivery of health care services.

- Investigates, resolves, and documents with tact and diplomacy the resolution of complaints or incidents concerning patients, visitors, nursing staff, or other customers. Counsels employees when appropriate and collaborates with the Assistant Administrator, Nursing or Human Resources when needed.

- Serve on various BCH committees, attends department manager’s meetings as scheduled. Attends quarterly MSP/SCU committee meetings.

- Monitors, implements, and participates in continuous quality improvement processes regarding topics pertinent to the department. Communicates with various departments, Department directors, to resolve operational problems and improve quality of services.

- Directs maintenance of departmental facilities, equipment, and supplies in a condition to promote efficiency, health, comfort and safety of patients and staff.

- Abides by all HIPPA regulations and maintains confidentiality according to BCH policy. Ensures accurate maintenance of patients’ medical records.

- Performs other related duties as assigned or requested.
SECONDARY FUNCTIONS:

- Participates in the process of developing a challenging and realistic vision for Patient Care Services, ensuring that the vision reflects institutional and individual values and ideas; establishes specific goals to help people connect the vision to the necessary actions and long term strategies.

- Collaborate with nursing staff at all levels, interdisciplinary teams, executive officers, and other stakeholders in the development, implementation and evaluation of programs and services.

- Develop and implement recruitment and retention programs for staff.

- Evaluate factors related to safety, outcomes, effectiveness, cost, and social impact when developing and implementing practice innovations.

- Delegate responsibilities appropriate to licensure, education, and experience of staff.

- Utilize evidence-based practice to develop and implement standards of practice that guide practice improvement initiatives.

- Recognize the diverse skill levels of individual staff members and the unique needs of the patient population when developing staffing plans.

- Serves as a professional role model and mentor to nursing.

- Actively participates in process improvement, QI, safety and educational committees as delegated.

- Recognizes his or her own reaction to change and strives to remain open to new ideas and approaches. Serves as a change agent by assisting others in understanding the importance, necessary impact and process of change; supports the staff.

- Adapts leadership style to situational needs.

- Creates an environment that facilitates the team to initiate actions that produce results, holding self and others accountable for actions and outcomes.

- Creates an environment in which others are setting expectations and holding each other accountable.

- Develops own career plan and measures progress to that plan.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
EDUCATION:
- Graduate of an accredited school of nursing. Bachelor of Science in Nursing or Bachelor of Applied Science preferred.

EXPERIENCE:
- Minimum of one year Critical Care and/or Emergency Nursing experience
- Two years of clinical nursing in a medical or surgical unit or a combined medical/surgical unit.
- Minimum one year Cardiopulmonary Rehabilitation experience preferred.
- Total experience a minimum 4 years Med/Surg/Peds/Critical Care/or Emergency Nursing bedside nursing experience and Cardiopulmonary Rehabilitation.
- Minimum of one year supervisory or management experience.

SKILLS:
- Knowledge of Medical, Surgical, Pediatric, Swing Bed, ICU nursing principles and the nursing process.
- Knowledge of Cardiac and Pulmonary Rehabilitation principals and processes with a current knowledge of financial components.
- Perform effectively in stressful situations. Use effective communication skills. Ability to define problems collects data, establish facts and draw conclusions.
- Basic and Intermediate Computer skills must be able to work with Microsoft Word, Microsoft Excel and PowerPoint.

COMMUNICATION/TEAMWORK:
Position requires a positive individual who:
- is flexible
- exhibits excellent clinical and customer service skills
- has an ability to work well within a team
- exhibits excellent communication skills
- has commitment to teamwork and team
- problem solves in a solution oriented manner
- Active listening skills

CERTIFICATES, LICENSES, REGISTRATIONS:
- Graduate of a state accredited school of nursing, BA or BSN preferred.
- Current Registration and Licensure in the State of Iowa as a Nurse or Compact licensure. Must be in good standing with the Board of Nursing.
- BCLS, ACLS, CCRN, Cardiopulmonary Rehabilitation Certification and/or other clinical nursing certifications.

PHYSICAL ACTIVITY REQUIREMENTS:
Prolonged extensive or considerable standing and walking. Frequently required to use hands
to finger, handle or feel objects, and tools or controls; reach with hands and arms; bend, stoop, kneel or crouch; talk, hear and smell. Visual abilities required to include close vision, depth perception ability to adjust focus, and determine colors.

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<tr>
<th>Physical Activity Requirements</th>
<th>Up to 33%</th>
<th>34-66%</th>
<th>67-100%</th>
<th>N/A</th>
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<td>Sitting</td>
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<td>Standing</td>
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<td>Walking</td>
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<tr>
<td>Climbing</td>
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<td>Bending/Stooping/Kneeling</td>
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<td>Repetitive Motion</td>
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<tr>
<td>Lifting/Carrying</td>
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<td>Hearing</td>
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<td>Seeing</td>
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<tr>
<th>How often are these weights lifted or carried?</th>
<th>Up to 33%</th>
<th>34-66%</th>
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<td>2-10 pounds</td>
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<td>11-20 pounds</td>
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<td>21-30 pounds</td>
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<td>31-40 pounds</td>
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<td>41-50 pounds</td>
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<td>51 pounds or more</td>
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***Any lifting of 35# or more requires the use of an assistive device and/or physical assistance***

**EQUIPMENT/TOOLS:**

Operate office equipment such as computers, printers, copy machine, calculator, facsimile, and scanners. Also responsible for operating all equipment listed in essential and secondary functions

**WORKING CONDITIONS:**

Clean, well lit, heated and air conditioned area. Exposure to unpleasant sights, smells and infectious diseases, blood and body fluids, and occasionally to radiation. Work schedule varies and is an exempt full time position. Hours may vary depending on departmental needs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Vision must be correctable to view computer screens and read printed information. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Hearing must be in the normal range for telephone contacts and other conversations.
ETHICS AND COMPLIANCE:

Employee performs within the prescribed limits of the hospitals/departments Ethics and Compliance Program. Is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance officer or hospital hotline.

The above is intended to describe the general content of and requirements for this job. It is not intended to be a complete statement of duties, responsibilities or requirements.

APPROVALS:

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<tr>
<th>Name</th>
<th>Department Director</th>
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<tr>
<th>Name</th>
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