



JOB DESCRIPTION

Position: Director of Nursing
Reports to: Chief Operations Officer (COO)
Revised: October 2019
Department: Clinic Admin
FLSA: Exempt

Job Purpose:

The Director of Nursing (DON) functions under the direction of, and in coordination with, the Chief Operating Officer, Chief Medical Officer and /or Provider(s). The DON is responsible for working with leadership to ensure the organization mission and values are translated into our daily practice. This position contributes to the design and implementation of clinical workflows that promote safe, exceptional and quality patient care and works closely with RN staff to revise policies and procedures as necessary. Individual must be able to manage demanding workload with accuracy. This position is also responsible for supervising assigned staff as noted on the Clinical Organizational Chart and will require travel across all OHCC sites.

Essential Job Functions including, but not limited to:

1. Satisfies Core Competencies

- Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.
- Knowledge of Federally Qualified Health Center (FQHC) standards of care and requirements.
- Responsible for functioning within the scope of practice dictated by the authority of the Louisiana State Board of Nursing

2. Clinical Management

- Ensures compliance with regulatory bodies and evidence-based standards; monitors compliance with current laws, process improvements, and implementation of clinical best practices;
- Provides leadership and direction for the day-to-day operations of the clinic in alignment with the mission, values, philosophies and strategic plans of the organization.
- Develops, maintains, and implements nursing policies and procedures that conform to current standards of nursing practice, facility philosophy, and operational policies while maintaining compliance with state and federal laws and regulations.
- Communicates and interprets policies and procedures to nursing and provider staff, and monitors staff practices and implementation.
- Resolves problems related to staffing, utilization of facilities, equipment and supplies.
- Liaises with provider staff to coordinate patient access, coverage and schedule management
- Develops and administers a staffing plan that will allow the clinics to operate in an efficient and cost-effective manner.
- Develops a training program to support clinical competencies of nurses, medical assistants and other clinical care team members as appropriate.
- Manages relationships with nursing schools & professional organizations and other relevant partners.

3. Quality Management

- Establishes quality standards for nursing care and develops relevant systems, policies and procedures to ensure meeting the highest standards.
- Responsible for oversight of the infection control program which includes surveillance; analysis of data; developing reports, policies and procedures.
- Responsible for oversight of the emergency preparedness program (EP) which includes participation in executive mgt EP committee meetings and mock drills or table top exercises.
- Performs process evaluations with the assistance of clinic staff, to determine and improve overall departmental performances.

4. Reporting and Program Development

- Serves as a resource to physicians, nurses, and support staff on evidence-based measures
- Coordinates with nursing staff and management to establish and implement standardized, evidenced based processes/protocols
- Participates in regulatory/and or program site visits and preparedness activities as needed
- Abstracts, analyzes, trends, and reports data to various committees using spreadsheets and graphs as indicated
- Provides monthly reports to the Clinical Quality Committee as requested.
- Prepares and presents in-service and training programs as requested
- Assists Chief Operations Officer to achieve operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change
- Provides clear, concise written and verbal communication skills, organizational ability, objective judgment, self-direction and motivation
- Presents presentations on topics related to clinical care, quality and regulatory issues
- Performs other duties as assigned which are consistent with the position and in compliance with agency policies and procedure

5. Workforce Development:

- Responsible for maintaining up-to-date knowledge, skills, and abilities
- Attends and participates in in-service, monthly staff meetings, continuing education offerings, community training events, conferences and webinars as appropriate

Required Education:

- Bachelor of Science in Nursing
- Master of Science in Nursing, Master of Public Health, or Master in Health Administration or other similar field preferred

Skills, Licensure and Knowledge Requirements

- BLS Healthcare Provider is required
- Current RN Louisiana license
- Minimum of 5-8 years combined experience with prior experience in a leadership role within an ambulatory care setting or public health agency preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting is required.

Work Environment:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

Travel or Special Requirements:

Driving during the workday as well as local or out of state travel may be required to perform job duties.

I read and understand the requirements to fulfill the responsibilities associated with this job description. I agree to abide by all the duties and responsibilities for the job including any reasonable request from my supervisor. I also understand that I will be evaluated based on these job specific performance standards.

Employee Name

Employee Signature

Date