

Job Description



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| POSITION TITLE: | Director of Nursing Services |
| EXEMPT: | Yes |
| SUPERVISION RECEIVED: | The Director of Nursing Services derives authority from, and is directly responsible to, the CEO. |
| SUPERVISION EXERCISED: | Supervises all nursing staff |

SUMMARY: Responsible for leading, directing, managing and administering all nursing services at Moscow Family Medicine to ensure quality patient care, effective staff utilization and overall mission accomplishment and Core Value adherence. Also responsible for providing professional nursing care for clinic patients following established standards and practices. Assists physicians and staff in coordinating patient care. Functions as primary liaison between patients, staff and physicians. There are times when this will be a “working supervisor” position.

ESSENTIAL FUNCTIONS:

- ◆ Leads, directs and supervises all nursing services in accordance with Moscow Family Medicine’s goals and objectives along with governmental and other regulatory standards.
- ◆ Facilitates development of department mission, goals, policies, procedures, budget, and work standards to further Moscow Family Medicine goals and objectives.
- ◆ Establish and maintain within the nursing department a standard of care protocol essential to the assessment, promotion, maintenance and restoration of patients' health and wellness.
- ◆ Responsible for ensuring Moscow Family Medicine’s compliance to all applicable federal and state laws, including safety compliance.
- ◆ Provides regular training and feedback to staff so that each individual has the knowledge and the tools to perform their job to the best of their ability.
- ◆ Actively participates in the selection, hiring and orienting additional nursing staff so that our clinics are properly staffed with qualified personnel.
- ◆ Provides general nursing care to patients as required. Administers prescribed medications and treatments in accordance with medical direction, nursing standards and applicable laws and regulations.
- ◆ Compiles/analyzes data, prepares and presents statistical information on department performance, productivity, activity and budget to administration. Uses numerous methods to improve performance and processes.
- ◆ Responsible for all areas of personnel management for the nursing staff so that they become more valuable to the company. This includes conducting performance evaluations, determining and managing wages and salaries, creating performance improvement plans, resolving disputes and initiating the disciplinary process when necessary.
- ◆ Oversees patient needs and suggests solutions to patient care problems.
- ◆ Maintains strictest confidentiality of practice and patient information. Complies with and actively promotes practice regulatory compliance activities.

- ◆ Coordinates with the Clinical Lead Nurses to ensure all clinics are properly stocked with clinical supplies.
- ◆ Serves as a point of contact for all other departments.
- ◆ Actively participates on Leadership Team.
- ◆ Responsible for all nursing staff scheduling.
- ◆ Other duties as assigned.

The job holder must demonstrate competencies applicable to job position.

MFM EXPECTATIONS:

- ◆ Adherence to MFM Core Values.
- ◆ Consistently work in a positive and collaborative manner with all MFM team members by seeking opportunities to help rather than being asked; consider the impact of your actions on your team members throughout the clinic.
- ◆ Regularly attend and actively participate in meetings, as requested.
- ◆ Minimize non-productive time and fill slow periods with activities that will enable you to prepare to meet the future needs of the clinic.
- ◆ Organize job functions and work area to be able to effectively complete varied assignments within established time frames.
- ◆ Consistently evaluate for and determine if further or different steps are needed to meet client expectations while taking the initiative to do or redo inadequate or incomplete work, even if it is not yours.
- ◆ Answer and refer telephone calls or other inquiries to ensure communications are accurately and timely facilitated.

EDUCATION: BSN from accredited school of nursing; MSN preferred. Combination of education and experience considered.

EXPERIENCE: Minimum of five years professional outpatient nursing experience including two years supervisory level experience.

REQUIREMENTS: Current Idaho nursing license in good standing or ability to obtain such.

KNOWLEDGE:

- ◆ Knowledge of management and organizational theory to supervise the operation of the nursing department including principles of employee development to train, delegate and mentor staff.
- ◆ Knowledge of the policies and procedures of a clinic sufficient to support its operations and provide effective patient care.
- ◆ Knowledge of medical safety practices and requirements to evaluate existing standards and implement new procedures.
- ◆ Knowledge of the principles and practices of employee development sufficient to ensure organizational productivity.
- ◆ Knowledge of Moscow Family Medicine systems, computers, programs and applications.

SKILLS:

- ◆ Skill in applying and modifying the principles, methods and techniques of professional nursing.
- ◆ Demonstrate proven leadership skills to ensure a positive, collaborative working environment.
- ◆ Skill in identifying problems, researching and recommending resolutions.
- ◆ Skill in developing and maintaining department quality assurance.
- ◆ Skill in exercising high degree of initiative, judgment, discretion and decision-making.
- ◆ Must possess strong interpersonal, written and oral communication skills.

ABILITIES:

- ◆ Consistently demonstrate ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work and adjusting schedule or duties.
- ◆ Ability to plan, organize, prioritize and direct the work of others.
- ◆ Ability to effectively communicate with others while utilizing active listening skills so that messages are clear and miscommunications are minimized.
- ◆ Ability to communicate in writing to completely convey necessary information as appropriate for the needs of the audience.
- ◆ Ability to work with all departments and personnel levels.

ENVIRONMENTAL / WORKING CONDITIONS:

Combination of office, exam and other clinical settings. Frequent exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinic environment.

PHYSICAL / MENTAL DEMANDS:

- ◆ Requires standing and walking for extensive periods of time.
- ◆ Occasionally lifts and carries items weighing up to 50 pounds.
- ◆ Requires corrected vision and hearing to normal range.
- ◆ Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination.
- ◆ Occasional stressful interactions, irregular hours.

This organization believes that each employee makes a significant contribution to our success. This position description is designed to outline primary duties, qualifications and job scope. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

Employee Signature
Director of Nursing Services

Jeffrey E Geier
CEO

Date: _____

Date: _____