

JOB DESCRIPTION
BOULDER MEDICAL CENTER, P.C. BOULDER, COLORADO

DATE	DEPARTMENT	JOB TITLE	GRADE
1/2012	Administration	Asst. Director of Nursing	Exempt

JOB SUMMARY: Under the supervision of the Director of Nursing (DoN), the Assistant Director of Nursing manages and directs the nursing and receptionist activities within several specific care areas, and performs a variety of special projects in administration. Works with the DoN to develop and implement correction plans to address department deficiencies and supervises nursing department professional staff, which includes nursing professionals, medical assistants and receptionists.. Utilizes a “patient first” approach in coordinating patient care and in performing management functions.

JOB RESPONSIBILITIES - NURSING OPERATIONS:

1. Prepares weekly nursing and reception float coverage schedules. Organizes staffing by distributing the float resources equitably.
2. Communicates with incoming physicians in relation to staffing and assists with setting up their practice. Works closely with appropriate staff to ensure a smooth transition for newly hire physicians.
3. Organizes departmental nursing activities to ensure effective and timely coordination of assignments and duties; establishes priorities; and promotes a team approach.
4. Participates in personnel selection process through interviewing, reviewing and hiring appropriate staff members in conjunction with Human Resources. Coordinates departmental training and orientation of personnel.
5. Establishes and develops departmental specific nursing services goals and objectives consistent with BMC's overall plans, goals and objectives as well as a working plan of action to attain these goals.
6. Establishes and maintains optimal communications (both written and verbal) within department and other departments, with Unit Coordinators and with Management.
7. Develops job protocols for each position in department and ensures incorporation of up-to-date revisions as needed.
8. Develops and coordinates presentation of in-service education programs relative to department interests and needs.
9. Conducts staff performance evaluations at the initial 45 / 90 day interval and annually while maintaining regular communications with department personnel regarding individual goals, objectives, work plans, strengths and weaknesses.
10. Assists in the development of the Quality Assurance Program by promoting the highest quality of patient care within area.

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11. Initiates problem solving mechanisms within department seeking input from the management team as needed.
12. Coordinates and promotes the development, implementation and evaluation of departmental patient education programs.
13. Organizes and conducts department nursing/receptionists meeting on a regular basis.
14. Performs special projects as assigned by Director of Nursing Services and/or Management team.
15. Participates in personal career enrichment through continued education.
16. Facilitates and encourages a positive team approach environment clinic wide.
17. Works with Director of Nursing to analyze costs and prepare departmental annual budgets. Demonstrates awareness of cost containment by overseeing appropriateness of overtime for nursing/receptionist departments.
18. Conducts CLIA competencies testing for clinical staff to maintain compliance with the CLIA program requirements.
19. Communicates and collaborates with EMR team regarding training issues and identified needs of the departments.
20. Acts as a resource and super-user for medical, nursing and receptionist departments for the Electronic Medical Record system.
21. Provides TB screenings and Hepatitis B vaccinations, per the current BMC Tuberculosis and Bloodborne Pathogen policy under the direction of the Safety Officer.
22. Observes the following BMC policies and procedures:
 - Attendance
 - Stated working hours: 7:00 a.m. – 4:00 pm.
 - Telephone calls
 - Parking
 - Dress code
 - Safety/OSHA training
 - Confidentiality

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BMC POLICIES AND PROCEDURES

1. Follows BMC policy regarding parking
2. Adheres to BMC dress codes as stated in Employee Handbooks.
3. Consistently wears name tag.
4. Adheres to BMC policies as stated in Employee Handbook regarding working hours, lunch breaks and all other policies
5. Participates in OSHA, Compliance and HIPAA training.

REQUIREMENTS

EDUCATION: Bachelors Degree in Nursing with an active Colorado RN license, required.

PREVIOUS EXPERIENCE: Must have a minimum of three (3) years experience in an acute healthcare setting and possess staffing experience. Five (5) years experience is preferred. Staffing experience must be in the areas of assessing and reorganizing staff to accommodate the demands of the unit on any given day.

INITIAL TRAINING ON THE JOB: 6 months

JUDGEMENT, PLANNING, INITIATIVE REQUIRED: Must be knowledgeable about nursing and medical operations and ancillary functions. Must be able to analyze issues and offer recommendations. Must be able to provide daily work direction, leadership and implement effective problem solving strategies.

SKILLS/JOB KNOWLEDGE: Management, budget and finance, personnel, planning, computer, process improvement, and communication both written and verbal.

CONTACT WITH OTHERS: Executive Director, Physicians, management team co-workers, phone and personal contact with all clinic personnel.

PHYSICAL REQUIREMENTS

Have full use of both hands.

Job requires high physical mobility.

Repetitive motion of hands and/or wrist.

Job requires computer terminal work.

Excessive deadline responsibility

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Employees are held accountable for all duties of this job; however, this job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.