



CAREER OPPORTUNITY

Job Title: Chief Nurse Officer
FLSA Status: Full Time - Exempt
Reports To: CEO
Location: Nursing Admin
Number of Openings: 1

Pershing General Hospital is an Equal Opportunity Employer & Drug and Alcohol Free Workplace

All PGH positions are Safety Sensitive

ROLE OVERVIEW

Oversees and is administratively responsible for the planning, coordination and direction of operations for patient care services across multiple clinical settings including educational programs. Accountable for nursing practice throughout the organization. As a member of the Administrative Council, collaborates with Chief Executive Officer, Board of Trustees, hospital and medical staff leadership in establishing philosophy and direction for the organization as a whole and patient care services specifically. Assumes responsibilities and role of Administrator on Call. Participates in selected PGH and community projects and activities as assigned or on a volunteer basis.

MINIMUM QUALIFICATIONS

Education/Experience: Graduate of an accredited school of nursing, current State of Nevada Registered Nurse licensure, BSN, MSN preferred, ACLS, PALS, TNCC, BLS. Experience in an Emergency Room, Skilled Nursing, Acute Care and Clinic. Critical Access Hospital and Rural Health Clinic experience preferred.

Other Qualifications: Minimum five years of progressive management experience in a Clinical, Acute/ER and Skilled Nursing setting required. Proven teaching, administrative, and leadership abilities strongly preferred

Supervisory Responsibilities: Supervises CNAs, LPNs, RNs and other clinical staff as assigned

TECHNICAL SKILLS:

Manual dexterity and physical agility to operate all equipment and perform all procedures.

Utilizes safe body mechanics to ensure patient and caregiver safety.

Ability to work in high pressure and stressful environments

Ability to maintain professionalism and tact in stressful situations

Ability to speak in public to small and large groups

Ability to assist angry and emotional patients and customers in a calm manner focusing on resolution

Ability to multitask in a fast-paced environment

Proficient computer skills including Microsoft Office Suite as well as the ability to quickly learn Pershing General Hospital's software system and includes EHR/EMR.

Ability to effectively communicate both verbally and in writing; be able to plan, direct and instruct the work of others; be able to maintain accurate records with attention to detail.

Ability to write, learn, teach, and follow policies, procedures and schedules and to work

Ability to make decisions independently

Ability to resolve conflict with internal and external customers

ESSENTIAL FUNCTIONS/ACCOUNTABILITIES

1. Exhibits behaviors that are consistent with the Mission, Philosophy, and Values of Pershing General Hospital and Nursing Home as well as the culture and objectives of Pershing General Hospital and Nursing Home. All employees are expected to work as needed in providing health and wellness services in the communities within Pershing General Hospital and Nursing Home.
2. Provides direct administrative oversight of inpatient services, ambulatory services, skilled nursing and pharmacy (with consultation on issues by the Chief Executive Officer when necessary) insuring high quality health care delivery.
3. Responsible for departmental budgetary development that is both realistic and achievable. Monitors monthly departmental budgetary performance within the given scope of responsibility and authority, notes any key trends, and insures actions are taken to meet budgetary requirements.
4. Provide organizational leadership as a member of the Administrative Council, through strategic management, in advisory board relations, through community partnership and contribution to Pershing General Hospital. Represents Administrative Council at department and employee meetings. Attends Pershing General Hospital and Nursing Home management and committee meetings. Participates in Pershing General Hospital and Nursing Home initiatives as assigned. Attends and reports at monthly Board meetings.
5. Oversees and insures with appropriate monitoring techniques that all regulatory requirements within scope of responsibility are met in an

effective manner. Includes State and Federal regulatory requirements.

6. Develops and oversees effective employee relations programs/strategies to insure departmental employees within scope of responsibility have input into operations. Insures employees feel their good work is appreciated and are treated fairly. Promotes atmosphere of learning/development for employees, and empowerment for employees around key strategic objectives.
7. Responsible for coaching, training and evaluating employee performance for success utilizing the performance management process at Pershing General Hospital as well as other tools and resources available.
8. Oversees/develops facility's strategic goals annually. Insures focus of the strategic plan is on those areas that will truly make a difference and are related to the facility's vision and mission. Directs efforts to meet the facility's annual Performance Expectations within the positions given scope of authority and responsibility.
9. Responsible for special projects assigned by the Chief Executive Officer during the year that focus on key operational issues.
10. As a member of the Administrative Council, shares accountability for all hospital functions. Key policies and programs are reviewed at this level, with appropriate involvement of other members of the Administrative Council and approval by the Chief Executive Officer. Takes administrative responsibility for hospital when designated Administrator on Call.
11. Responsible for building/maintaining effective internal and external relationships. Position has regular contact with physicians, mid-level practitioners, managers, ancillary service department heads, and staff throughout the organization, with various licensing and regulatory agencies, and the general public. Regular contacts with PGH and other field personnel.
12. Maintains an effective, current working knowledge of reimbursement issues and concurrent literature to be familiar with changes and trends in reimbursement.
13. Oversees a well-trained nursing staff and ensures adequate coverage for all departments of the facility. Actively participates in the recruitment and retention of licensed nursing staff. May work on the floor as a staff nurse when needed.
14. Provides leadership in the assessment and improvement of student learning within CNA Programs and/or Educational Programs at Pershing General Hospital including the planning, promotion, coordination and evaluation of the academic offerings in course development, curriculum improvement and maintenance of required records. Submits reports as requested by the Nevada State Board of Nursing or Health Care Quality and Compliance of the State of Nevada. Assists in the development of admission/retention criteria for the programs and assists in resolving problems arising in student-faculty relationships. Recommends a schedule of classes and assignments for student programs in accordance to program guidelines. Supervises personnel assigned to the programs, including evaluation of performance, ensuring that development needs are identified and met, and assists staff in the continuous improvement of program activities. Ensures program staff is well-informed about state and national trends in nursing education. Manages activities necessary to support the instructional functions of the programs, including planning; requisition of equipment, technology, materials and textbooks; control and inventory of physical property. Assists in the preparation and submission of reports of accomplishments, including evidence supporting the programs' contributions to continued institutional effectiveness.
15. In addition to the responsibilities described above, the role may include other responsibilities and duties as assigned on occasion, based upon Pershing General Hospital and Nursing Home's needs or requirements. This position is a safety sensitive position.
16. Wears identification while on duty. Adheres to dress code, appearance is neat and clean. Completes annual education requirements. Maintains regulatory requirements, including all state and federal regulations. Maintains and ensures patient confidentiality at all times. Reports to work on time and as scheduled. Attends annual review and performs departmental in-services. Works at maintaining a good rapport and a cooperative working relationship with physicians, departments and staff. Represents the organization in a positive and professional manner. Attends committee, QI and management meetings, as appropriate. Ensures compliance with policies and procedures regarding department operations, fire, safety, and infection control. Complies with all organizational policies regarding ethical business practices.

How to Apply

Completed applications may be submitted to Human Resources, Lola Montes, Human Resources Director – lmontes@pershinghospital.org
Qualified individuals being considered will be contacted for an interview.