

Job Summary – Director of Nursing

Family: Nursing

Grade: Above Grade 12

Department: Nursing Services

Last Updated: Thursday, July 15, 2010

Job Information

Job Summary

Responsible for planning, directing and evaluating activities of the nursing department, including implementation of the department's philosophy and goals, standards for nursing practice and the management and development of nursing personnel. She/he provides leadership and direction in all nursing matters, and sustains the standards of practice throughout the organization. Participates with senior leadership, management, and medical staff in the decision-making pertaining to processes and outcomes of the organization. Fosters a nursing environment in which collaboration is valued and excellence in clinical care, ethics, professional development and research is promoted and achieved. Enforces the compliance by Joint Commission International (JCI) and Magnet requirements. Supports the mission and vision of the American University of Beirut Medical Center (AUBMC) and the Nursing Services Department.

Essential Functions / Task Groups

Administrative Responsibilities

- Prepare written short and long-term plans designed to implement and facilitate achievement of department objectives
- Develop, review, approve and enforce written departmental policies and procedures
- Participate in policy decisions that affect patient care services
- Develop a nursing master staffing plan using input from the unit level nursing personnel plans
- Is responsible for recruiting, selecting, and retaining nurses by working closely with the Human Resources Department
- Determine and communicate resources needed for the nursing department to carry out its functions and submit written reports as required
- Responsible for the preparation and administration of the nursing department budget. Measure actual budgetary performance (revenue, expense, staffing) against approved budget and ensure variances are within established targets
- Collaborate with the medical staff, administrative staff, and other department heads in planning services for patients and maximizing inpatient beds availability
- Establish and maintain an effective system of records and reports
- Design the administrative structure of nursing services to maximize productivity and quality, while delegating authority appropriately and engaging nursing personnel in decision-making

Nursing Staff Development

- Ensure that a comprehensive orientation program is conducted for all new nursing personnel
- Oversee provision and implementation of educational programs for nurses
- Participate in the assessment of learning needs and plan in coordination with the CME unit nursing development plan and continuing education
- Plan, coordinate and participate in nursing in-service training
- Participate and promote interest in the activities of professional nursing by attending professional seminars and implementing evidence-based practices
- Supports a work environment that ensures the professional development and career advancement of nurses

Clinical Practice

- Make regular rounds on the patient care areas
- Encourage a collaborative patient-centered care model by providing opportunity for nursing personnel to plan with the medical staff and other disciplines for the total needs of patients
- Develop and plan timely revision of nursing procedures and standards of care and practice in line with ANA standards, to enhance quality of care

- Keep abreast of new technological developments and modern practice and techniques in nursing and health care
- Set standards to evaluate clinical competency of nurses
- Maintain current knowledge of international trends in nursing care delivery and incorporate this knowledge into daily operation of the department of nursing

Quality Control Responsibilities

- Develop a quality management plan for nursing
- Develop structures, processes, and systems to promote quality outcomes, minimize risk, and reduce cost
- Integrate the nursing plans with the overall medical center quality management plan and the infection control plan
- Lead the Nursing Services Department to meet national and international standards
- Participate in, support, and lead multidisciplinary Performance Improvement initiatives such as pathways, focused on high quality patient-centered care and service excellence

Critical Competencies

Client Focus, Accountability, Initiative, Communication Skills, Safety & Health Management, Resources Management, Problem Solving, Technical Expertise, Business Acumen, Planning and Organizing, Information & Records Administration, Quality Management, Organizational Awareness, Professionalism, Health education, prevention, and promotion, Developing Others, Stress Management, Professional Development, Change Leadership, Computer Skills, English Comprehension, Human Resources Management, Financial Management.

KNOWLEDGE / KNOW-HOW

Knowledge:

Comprehensive knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application

Knowledge and understanding of Continuous Quality Improvement and skills to develop and implement nursing standards of practice in line with ANA

Thorough knowledge of modern principles and practices of nursing administration

Thorough knowledge of institution business management practices relating to nursing services

Familiarity with JCI requirements and Magnet Designation

Education:

Minimum Education: Master's degree in Nursing Administration. PhD in related field is an advantage.

Licensure / Certifications:

Lebanese Nursing Colloquium.

Nursing License from the Ministry of Public Health.

Member of the Order of Nurses in Lebanon.

Membership or fellowship in international professional nursing organizations.

Experience:

Minimum Experience: More than 10 years of increasing responsibility in clinical nursing management in acute care accredited (preferably Joint Commission) tertiary care medical center including nursing services administration.

Preferred Experience: Nursing Management.

Languages:

Minimum Languages: Arabic and English (EEE score \geq 500).

Preferred Languages: French is an asset.

Computer Skills:

Proficiency in Microsoft Office Applications and software related to the position.

IMPACT OF ACTIONS/DECISIONS

This position has direct impact on patient care, financial performance, and overall organization culture.

JOB STRUCTURE

This is an administrative position involving responsibility for planning, directing and supervising over-all institutional activities as they apply to nursing services.

MANAGERIAL / SUPERVISORY RESPONSIBILITY

Reporting Channel:

Reporting to the Director of the Medical Center.

Supervisory Channel:

Supervise all Nursing and CSSD staff.

Job Characteristics:

Physical Effort: Moderate Physical Effort

Work Schedule: Regular weekdays

Working Conditions: Exposed to patient element
