



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: WWW.FDIHB.ORG
 A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

NURSE EXECUTIVE

Position Description

Division:	Nursing
Department:	Various Departments
Job Code:	
Pay Grade:	\$78,923.20 - \$98,654.00/annually
Hours/week:	40+hours/week
Type of Position:	Regular Full-time

Reports to (title):	Chief Nursing Officer
Job Location:	Nahat'adziil/Tséhootsooí Medical Center
Supervises:	Yes
Classification:	Exempt
Effective Date:	March 28, 2010
Revised Date:	June 22, 2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy, and dependable manner with patients, employees, and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

The position is located in the Division of Nursing of FDIHB. The medical facility includes the following specialties: Ambulatory Care, Pediatrics, Emergency Department, Multi-Service Unit, Surgical Services, Intensive Care Unit, Women's Health Services, Pediatrics and Adolescent Care Unit. The Ambulatory Care Center includes Nahat'adziil Health Center in Sanders, Arizona.

The incumbent provides administrative oversight and consultative guidance to the FDIHB Nursing Services Department. Incumbent functions as the Nurse Executive with responsibility for direct employee supervision in the performance of nursing care/tasks related to patient care. Incumbent plans, organizes, directs, evaluates work, administers personnel matters, and assures program compliance with regulatory agencies and hospital wide programs.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

WORK DIRECTION:

- Directs patient care by planning, organizing, directing and reviewing work required to provide safe, quality comprehensive, and evidence based nursing care.
- Assigns and directs tasks to staff in an efficient, equitable, and appropriate manner considering skill/knowledge and staff mix.
- Provides information, instruction, and training in tasks and performance techniques.
- Provides direction through daily huddles, chart audits, incident reports, direct observation, and surveys.
- Assures compliance with regulatory standards, participation in hospital quality assessment/performance improvement (QAPI) program and Navajo Area Program requirements.
- Identifies opportunities for improvement related to patient care and patient processes.

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- Responsible for review and revision of policies and procedures related to the function of the department and provides staff in-services.
- Participates in and ensures staff completion of ongoing education and training. Directs and coordinates an interdisciplinary/team approach to patient care from admission to discharge to provide a holistic approach to care.
- Requests supplies and equipment necessary to support job performance of subordinate staff.
- Maintain skill set, licensure and certification to lead by example as well as assists unit with emergent nursing care and situations.

WORK PLANNING:

- Plans and adjusts work schedules and operations to meet established objectives, priorities, deadlines and Standards of Care.
- Assesses and directs work assignments to improve workflow and nursing care. Promotes health care and prevention during patient education.
- Conducts staff preparedness and contingency planning to ensure organization during unanticipated demands and emergencies.
- Plans for efficient and adequate use of staffing during regular hours of operations.
- Coordinates general orientation and ongoing staff training needs in collaboration with the Clinical Education Department.
- Designs, implements, and evaluates department specific orientation and competency assessment/validation for new and current nursing staff. Assures self and staff compliance with annual mandatory in-services, certifications, and trainings. Refers staff with identified training needs to appropriate resources. Provides opportunities for staff development, patient and family care plans, and Health Promotion and Disease Prevention activities.
- Coordinates infection control and safety activities.
- Assists nursing staff with action plans to resolve patient/staff safety concerns.
- Participates with the Hospital committees as assigned, and disseminates information from the meetings to unit staff and colleagues and Chief Nursing Officer, and prepares and submits reports to the appropriate personnel in a timely manner.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

Women's Health Clinic:

- Five (5) years of Women's Health Experience
- Two (2) years of clinic leadership

Inpatient Obstetrics:

- Five (5) years of inpatient obstetrics experience
- Three (3) years of nursing leadership

Pediatric Clinic:

- Five (5) years of pediatrics experience
- Two (2) years of clinic leadership

MSU/ICU:

- Five (5) years of inpatient experience
- Two (2) years of critical care experience
- Two (2) years of nursing leadership experience

Surgical Services:

- Five (5) years of OR experience
- Two (2) years of nursing leadership experience

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Primary care and specialty clinics:

- Five (5) years of nursing experience
- Two (2) years of nursing leadership experience

Emergency Department:

- Five (5) years critical care experience.
- Two (2) years nursing leadership experience

Adolescent Care Unit:

- Five (5) years Psychiatric nursing experience.
- Two (2) years nursing leadership experience.

Nahata’Dzil Ambulatory Care Clinic:

- Five (5) years of nursing experience.
- Two (2) years nursing leadership experience.

Education:

- Bachelor of Science in Nursing from an accredited nursing program.
- Valid and unrestricted license in any U.S. State or Territory.
- Must have (or obtain during orientation) unit specific certifications.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Coordinates an interdisciplinary approach for the continuity of care from admission to discharge by planning, organizing, directing and reviewing services for patients and their families, thus fostering quality, continuity and appropriate utilization of health care resources throughout the continuum of care.
- Assigns and directs tasks to staff in an efficient, equitable, and appropriate manner considering skill/knowledge and staff mix.
- Provides information, instruction, and training in tasks and job techniques.
- Provides direction through daily huddles, staff and patient rounding, performance reviews, chart reviews, incident reports, direct observation, and surveys.
- Assures compliance with the hospital wide Quality Assessment/Performance Improvement (QAPI) Program, Centers for Medicare and Medicaid Services Conditions of Participation, Health Care Financing Administration, and Navajo Area Program requirements and identifies opportunities for client care and client process improvements.
- Responsible for establishment, review, and revision of policies and procedures related to the function of the unit, and provides in-services to staff.
- Participates in the development and implementation of Standards of Care/Age specific care by utilizing QA/PI, infection control, safety, and Risk Management as appropriate measures for monitoring and evaluating care.
- Facilitates the coordinated utilization of resources for optimization of health outcomes, patient/family satisfaction and financial outcomes.
- Collaborates proactively with related interdisciplinary team members and patient/family to facilitate and improve healthcare outcomes.
- Supports the implementation of clinical guidelines that may include, but is not limited to, developing/obtaining appropriate education material for patients to monitor patient’s health conditions that are consistent with the care process model and developing new services that will improve the status of patients.
- Fiscally manage annual budget by Identifying/requesting supplies and equipment needed within department.
- Plans and adjusts work schedules and operations to meet established objectives, priorities, deadlines and standards of care and ensure a seamless workflow.
- Coordinates credentialing, nursing competencies, general orientation and ongoing staff training needs in collaboration with the Chief Nursing Officer and Clinical Education Department.
- Designs, implements and evaluates Unit Specific orientation and competency assessment/validation for new and current nursing staff.
- Assures staff compliance with annual mandatory in-services. Refers staff with identified training needs to appropriate resources.

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- Coordinates infection prevention and safety activities with appropriate staff. Assists nursing staff with action plans to resolve infection control and safety issues.
- Participates with appropriate hospital committees, and disseminates information from the meetings to related staff in a timely manner.
- Participates in the development and implementation of long and short-term goals as well as policies
- Assures policies and goals are consistent with the hospital mission and goals; supports and complies with applicable regulatory and clinical standards. Monitors program and initiates informative reports.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Master's Degree in Nursing
- Formal leadership training
- Bilingual skills in English and the Navajo language

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

ACKNOWLEDGMENT

I have reviewed the content of the **NURSE EXECUTIVE** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date
