

**Black River Memorial Hospital**  
**JOB DESCRIPTION**

<b>Job Title:</b> Emergency Department, Med/Surg Department, Obstetrics/Infusion Departments and Surgical Services Director	<b>Employee Name:</b>
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<b>Created on:</b> 11/01/94	<b>Department:</b> ED, Med/Surg, OB, Surgical Services	<b>Pay Type:</b> Exempt
<b>Reports To:</b> Chief Nursing Officer (CNO)	<b>Reviewed on:</b> 06/30/21	<b>Revised:</b> 07/13/21

**POSITION SUMMARY:**  
 Meets patients, physicians, staff and organization needs by leading, planning, organizing, developing and directing the activities of the Nursing departments. Uses constructive leadership skills to assist the department in fulfilling the hospitals mission and meet established annual and long-term objectives.

**I. Essential Duties and Responsibilities**

1. Develops department goals in conjunction with establishing/implementing/ developing/revising processes policies and procedures for department operations in alignment with the hospital's strategic goals. Provides leadership, vision, development and implementation of short- and long-term planning for the organization.
2. Oversees the day-to-day management of department staff and coaches' staff and plans for staff succession. Uses proficiently the programs provided (e.g. Halogen succession planning and education). Resolves the personnel problems. Selects and hires quality employees and directs staff, coordinates orientation, training and education for staff and schedules work to facilitate effective and efficient department operations. Retains quality employees through use of effective motivation, delegation and supervision. Provides guidance on career development. Completes own, peer and staff annual performance appraisals. Follows hospital Standards of Conduct and holds staff accountable for meeting the Standards of Conduct.
3. Develops, implements, and evaluates financial practices and goals according to established standards. Plans, researches and requests purchases for department capital and operational equipment and supplies.
4. Investigates and takes appropriate timely action(s) to resolve customer concerns, complaints, and problems. Uses the customer service recovery process.
5. Ensures department and employees are in compliance with all regulatory accreditation and licensing agencies by preparing and maintaining pertinent records, reports, statistics, contracts, files and other documents for the department.
6. Attends educational programs, in services and continuing education opportunities and maintains own education and meeting and attendance records.
7. Develops, implements, and evaluates communication processes to keep leaders and staff informed. Encourages and coaches' staff and others to address concerns directly using crucial conversation skills. Gathers and shares tough questions with leadership team for discussing and formulation of response in alignment with mission, vision and values. Reviews and validates Excellent Always must haves (rounding on staff and patients, thank you notes and recognition).
8. Remains current with the latest developments in patient care pertaining to department and initiates changes in department related to developments.
9. Successfully performs the duties and core skills of the Registered Nurse as needed.

**Additional Duties**

10. Performs other duties as assigned or as opportunities arise.

**Educational Qualifications:**

- Associate’s Degree in Nursing (ADN) required. Bachelor of Science in Nursing (BSN) preferred.
- Must possess a BSN within one year from date of hire.
- Minimum of five years clinical experience required, in specialty area preferred.
- Current Wisconsin RN license.
- Supervisory and leadership experience required.
- BLS required. ACLS required within 1-year of employment. For OB Director, NRP is required within 1 year of employment, Fetal Monitor certification within 2 years and Chemo Certification within 6 months is required.
- Valid Wisconsin driver’s license and proof of insurability.

**Work Relationship:**

- Reports directly to the CNO.
- Direct reports may include PCC, RN’s, Nurse Interns, LPN’s, PCT’s, ERT’s, OR Technicians and Health Unit Coordinators (or combination).
- Works regularly with providers, pharmacist, department directors and staff from other departments.
- Regular contact with patients, families, public, vendors and other community healthcare agencies.

**Working Conditions:**

- Work is performed largely in a safe hospital environment with minimal chance for personal injury.
- Frequently exposed to risk of electrical shock.
- Occasionally works near moving mechanical parts and in outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and risk of radiation.
- Regularly exposed to hazardous materials such as needle punctures, blood and body fluids.
- The noise level in the work environment is usually moderate.

**Physical Requirements:**

- Frequently required to stand, walk, stoop, kneel or crouch.
- Occasionally required to sit or climb.
- Required to use hands to handle or feel objects, tools or controls.
- Frequently lift and/or move up to 35 pounds.
- Occasionally may need to move patients, equipment and/or supplies of more than 35 pounds with assistance.
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision.
- Vision correctable to 20/40.

**Acknowledgement:**

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

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Employee Signature

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Date