

DIRECTOR OF NURSING ADMINISTRATIVE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Vice President Hospital Nursing Services and Education, the incumbent in this class is responsible for the management, coordination and supervision of all administrative services of the Nursing Department. Responsibility includes management of the Nursing department's budget, payroll/personnel functions, management information systems, accounts payable, contract management, financial reporting, grants management and regulatory compliance. In addition, the incumbent is responsible for developing and monitoring operational and financial indicators to report trends. The incumbent acts as an advisor to the Senior Vice President, clinical directors and nurse managers in fiscal, budgetary and staffing matters, and acts as a liaison between the Nursing Department and other departments. Supervision is exercised over professional and administrative support staff.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements fiscal and nursing administrative procedures to ensure compliance to Medical Center's management and financial goals and objectives;

Oversees the Nursing Staffing Resource Center to ensure adequate staffing on all units based on census, acuity and budgeted hours per patient day;

Directs the preparation of the nursing department's annual budget in accordance with the Medical Center's guidelines and objectives as set forth by the President/CEO;

Analyzes and prepares financial forecasting documents and reports; prepares budget information to clinical directors and nurse managers and directs the preparation of monthly projection reports;

Oversees the preparation and submission of monthly and quarterly operational and financial reports tracking operating trends in the Nursing Department;

Implements cost control procedures and monitors cost accounts to ensure adequate funds to meet department needs; makes recommendations for the reallocation of funds as needed;

Reviews and analyzes departmental operational and organizational responsibilities and makes recommendations to enhance efficiency and effectiveness of the department's operations;

Develops service contracts by outside vendors; monitors them to ensure compliance to terms and agreements; coordinates modifications to meet changing needs and monitor costs;

Oversees all nursing data management and reporting systems;

Oversees the material management function for the Hospital ensuring adequate acquisition, distribution and storage of supplies, material and equipment; oversees the space management and office support functions for the department, including mail delivery, equipment repair and maintenance, telecommunication and data communication services;

EXAMPLES OF WORK: (Cont'd)

Coordinates the information technology of the department to ensure the most effective automated support and reporting systems are available to department staff;

Supervises, coordinates, trains and evaluates staff;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative process and techniques in a large healthcare environment; thorough knowledge of modern methods of fiscal planning and management, budget preparation and control, and contract management in a healthcare environment; good knowledge of administrative reporting and control procedures associated with budget, personnel, purchasing and statistics in an automated environment; ability to effectively coordinate and implement departmental administrative management and personnel procedures in a healthcare environment; ability to prepare management and fiscal reports; ability to communicate effectively both orally and in writing; ability to supervise and coordinate the work of others; initiative in recommending needed policy review or revision and in working out procedural changes within existing policy to provide more effective and economical service; good judgement in carrying out the administrative programs supervised; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* and six years of experience where the primary function of the position was hospital administrative experience for a large department or agency which included fiscal and budgetary responsibility and responsibility for nursing services for the agency;

DEFINITION: For these purposes, a large department or agency can be defined by either (a) a budget in excess of \$50 million; or (b) an agency or department in excess of 500 employees.

SUBSTITUTION: A Master's in Business Administration * may be substituted for one year of the above-mentioned experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.