

Administrative: 1. Develops, plans, coordinates and administers policies and procedures as directed by Health Affairs conjunction with all aspects of Nursing Services activities. Oversees the implementation and evaluation of the core standards of care, policies and procedures. 2. Oversees and approves policy and procedure for the department. Ensures that the areas comply with hospital policies and regulatory requirements. 3. Ensures that the principles and standards common to international accreditation organizations (eg. JCI) and establishes performance standards with which to measure effectiveness, efficiency and outcomes of Nursing Services activities are supported, implemented and maintained at all times. 4. Develops and implements short and long term strategic goals for the development and direction of the department in cooperation with the Executive Committee. 5. Develops and implements Nursing Services divisions' operating budget and ensures that the departments operate within budget. Assists in the preparation of hospital/departmental budgets and allocation of funds; reviews all department requests for capital expense items and submits to Senior Management. 6. Carries out the necessary functional planning, budgeting and scheduling for the department, and maintains records and monitors accordingly as follows: ● Provides direction in determining the resource allocation priorities for the provision of nursing care. ● Coordinates the process for determining the appropriate numbers and qualifications of nursing and support staff to provide patient care reflecting census and acuity trends. Directs the preparation and maintenance of departmental reports consisting of periodic statistical data, and various ad hoc reports as required on the Nursing Services divisions' activities. 7. Consults with and informs Senior Management of operational problems related to the hospital/departments and recommends changes in administrative policies to carry out hospital objectives effectively. 8. Ensures the efficient, economic, and quality performance of assigned areas of responsibilities to support and provide quality health care services. Assesses the effectiveness of educational and competency assessment programs 9. Ensures the activities of the department correlate to the activities of other divisions and departments in the hospital; and ensures effective communication is provided to all levels of management and staff. 10. Prepares and submits any recommendations or proposals for the improvement of the operation of the Nursing Services division. 11. Develops standards of performance, evaluates performance, and initiates or makes recommendations actions. Develops, directs and supports a multidisciplinary, coordinated approach to patient care. 12. Supervises the performance of all staff assigned to Nursing Services division and oversees staff personnel related matters, such as, developing mechanisms and monitors performance in areas of staff and patient satisfaction, recruitment and retention, and staff development. personnel