# SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM EXEMPT JOB DESCRIPTION QUESTIONNAIRE

Job Title:

Assistant Nurse Manager

Date: 5/05

Reports To:

Outpatient Department Manager

Grade: 18 HR Review: kda 05/05

Approval:

Director, Human Resources

Job #: 282

POSITION SUMMARY. Responsible for planning and coordinating patient care activities in Outpatient Department as delegated by OPD Manager. Performs duties with maximum independence, exercising professional judgment in determining the need for, and type of, special action involving patient care and/or personnel.

#### I. KEY RESPONSIBILITIES.

#1: (40%)

Plans and prepares daily and quarterly staffing schedule according to personnel policies and regulations, as delegated by OPD Manager. Makes patient care assignment based on patient care requirements, complexity of assignment, category and qualifications of personnel. Reviews the need for and adjust staffing to maximize clinic efficiency and patient flow.

**#2**: (25%)

As assigned by OPD Manager, coordinates Outpatient department orientation of new staff monitoring skills and provides guidance for new skill development. Assist in training and career development of staff for new responsibilities and authority as needed. Evaluates performance of staff based on written standards of performance. Recommends awards, effects reprimands and recommends adverse actions. Approves leave. Communicates potential administrative problems and unresolved employee complaints to the OPD Manager.

#3: (20%)

Coordinates Outpatient Department activities with other areas/departments/divisions. Collaborates with physicians, other health care providers, departments and agencies facilitate care coordination when necessary.

#4:(10%)

Implements and administers OPD policies, procedures and standards on the assigned clinical area. As delegated by OPD Manager, participates in formulating or revising OPD policy and procedure manuals, job description and performance standards as required. Reviews area manual annually, coordinating revisions with OPD Manager.

#5:(5%)

Facilitates and participates in area quality improvement activities to monitor compliance with standards of patient care. Identifies area needs for personnel, equipment, supplies and training and utilizes such data for program planning with OPD Manager. Maintains current ACLS, Basic Cardiac Life Support (BLS) certification. Acts rapidly and effectively in any emergency situation.

#### II. REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

(A) What minimum level of education is ordinarily required to handle the key responsibilities of this job? Briefly state how it is used in this position.

Nursing Diploma.

(B) Is a special course of training required to qualify for this job? [X] Yes. If so, please specify type and duration.

200 hours Charge RN satisfactory experience. 80 hours supervisory experience or management training.

(C) What type of experience would ordinarily be required to perform in this job at a beginning level? How long would it take (minimum cumulative years in a related occupational path) to gain this experience?

3 years professional nursing experience with minimum 1 year outpatient or emergency room care experience.

#### III. KNOWLEDGE, SKILL AND ABILITY:

(A) Describe the type and level of knowledge and ability required to perform acceptable work in this job. These must be required on a regular basis. DO NOT list an employee's personal credentials unless required by the job.

Ability to anticipate area needs, plans and organizes. ability to maintain age-specific life support training/certifications as required by Outpatient Department policy.

- (B) Identify the three most important applied job skills required to effectively perform in this job. (Examples: typing or computer applications skills, oral and written communication ability, math or analytical judgment skills, skill with equipment or tools, etc.)
  - 1. Decision making judgement skills
  - 2. Oral and written communication skill individual and group.
  - 3. Nursing Practice analytical skills.
  - 4. Long range planning.

### IV. DECISION-MAKING/PROBLEM-SOLVING:

- (A) Describe the major decisions and problems that can occur in this job and who and what the decisions affect.
  - 1. Organization of area on a daily basis. This is essential to handle high patient census. Decisions affect patient care and can cause delays or improper patient care.
  - 2. Personnel issues includes hiring, corrective actions, continuing education, If not done well, patient care is compromised.
- (B) Using the decisions/problems described above, identify how these decisions are reached or problems solved and how closely the results are reviewed by your manager.

Decisions are reached independently and are reviewed by the OPD Manager.

## V. RESPONSIBILITY FOR CONTACTS:

Indicate the types of jobs or persons with which this job typically requires regular contact. Do not include contacts with direct superiors or subordinates. Include face-to-face, telephone and written communications with persons within and outside SEARHC. Indicate frequency of contact with the words frequent or infrequent.

	Job or	Purpose	Frequency in
	Persons Contacted	of Contact	Normal Duties
1.	Physicians	Plan patient care	Frequent
2.	Patients/Families	Assess quality of care	Frequent
3.	Ancillary Staff	Coordinating Patient care	Frequent

## VI. MANAGEMENT SPAN AND CONTROL:

Does this job supervise others? [x] Yes[] No

Position Title		Number of Employees
Registered Nurses	1 - 10	
LPNs	1 - 2	
CNAs	1 - 4	
Clerical support staff	1-6	