

JOB ANNOUNCEMENT (INTERNAL / EXTERNAL)

POSITION INFORMATION

Job Title: Nurse Manager
Division: Nursing Services **Department:** Intensive Care Unit
Reports to: Chief Nursing Officer **Classification:** Regular, Full Time
Opening Date: May 18, 2020 **Closing Date:** May 25, 2020

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

Department Hours of Operation 24 Hours Per Day; 7 Days Per Week	Schedule Monday – Friday from 8:00am – 5:00pm; May be expected to work outside of regular hours to assist with the unit needs
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BASIC PURPOSE OF THE JOB

Under the direction of the divisional director of the service, the nurse manager has 24-hour responsibility for the effective implementation of the philosophy, goals, policies, and procedures of the hospital and the nursing department and their effect on patient care in a designated unit. The nurse manager has authority to make decisions on that unit in the areas of patient care, human resource, and financial management.

QUALIFICATIONS

Minimum Education	<ul style="list-style-type: none"> ▪ Bachelor's degree in Nursing; Master's degree in Nursing preferred
Minimum Work Experience	<ul style="list-style-type: none"> ▪ Five (5) years of Registered Nurse experience in Critical Care ▪ Management or supervisory experience preferred
Required Licenses / Certifications	<ul style="list-style-type: none"> ▪ Current licensure as RN in the Territory of Guam ▪ BLS, ACLS, PALS, and NRP Certifications
Required Skills, Knowledge and Abilities	<ul style="list-style-type: none"> ▪ Demonstrated leadership ability and potential managerial competency. ▪ Evidence of this includes, but is not limited to, effective communication ▪ skills and abilities to deal well with people, ability to problem solve, ▪ confront/resolve issues, motivate others, ability to plan, and organize and ▪ direct the activities of others

OVERVIEW OF JOB RESPONSIBILITIES

1. Assists the CNO in the development, implementation, and evaluation of ongoing service programs that ensure quality nursing, and patient care programs, consistent with the hospital mission.
2. Monitors/maintains unit compliance with regulatory, accrediting, and hospital policy for patient services and environmental and personnel safety.
3. Oversees unit CQI program, which monitors and evaluates critical aspects of care.
4. Maintains current license and knowledge of nursing care requirements for all patients on the unit. Assesses the need for personal growth and development and takes the initiative in seeking opportunities to meet this need.
5. Accurately identifies real/potential problems affecting the service and implements solutions with follow-through and communication.
6. Fosters a service, which is consistent with the patient care beliefs and shared management philosophy of the department.
7. Consults with patients/families through primary nurse request, direct family request or direct assessment of patient/family response to hospitalization. Assesses patient/significant other survey responses regarding nursing care and services.
8. Responsible for ongoing development of staff and unit-specific patient care programs.
9. Responsible for effective communication horizontally and vertically within the organization.
10. Responsible for effective and efficient fiscal management of department operations to ensure proper utilization of organizational and financial resources.
11. Is responsible for the department's operational excellence; ensures that the department delivers quality services in accordance with applicable policies, procedures and professional standards.
12. Is responsible for the fiscal management of department and ensures proper utilization of the organization's financial resources.

*Complete job description provided upon employment