

JOB ANNOUNCEMENT (INTERNAL/EXTERNAL)

POSITION INFORMATION

Job Title: Unit Manager
Division: Nursing Services **Department:** Intensive Care Unit (ICU)
Reports to: Senior Nurse Manager, Adult Health Services **Classification:** Regular, Full Time
Opening Date: 09/24/2020 **Closing Date:** 10/02/2020

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

Department Hours of Operation 24 hours per day, 7 days per week

Schedule 8- hour or 12-hour shift schedules

BASIC PURPOSE OF THE JOB

Manages individualized, goal-directed nursing care through use of the nursing process and the principles of primary nursing in accordance with departmental and hospital policies and procedures.

QUALIFICATIONS

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| Minimum Education | ▪ Bachelor of Science in Nursing (BSN), graduate of an accredited school of nursing |
| Minimum Work Experience | ▪ Minimum of two years of ICU experience as a direct care provider; Management and leadership skills preferred. |
| Required Licenses / Certifications | ▪ Current licensure in the Territory of Guam
▪ Current Healthcare Provider BLS Certification
▪ Current Healthcare Provider ACLS certification (must be obtained within six months of employment). |
| Required Skills, Knowledge and Abilities | ▪ Demonstrates proficiency in acute care nursing, knowledge and skills. |

OVERVIEW OF JOB RESPONSIBILITIES

1. Managerial Duties

- a. Analyzes and evaluates nursing practices in the Intensive Care Unit, and make recommendations to unit manager in order to improve effectiveness of performance and patient care
- b. Reviews the Intensive Care Unit polices, procedure manuals, job descriptions, and other inter-departmental resources as required to periodically make recommendations for revisions.
- c. Collaborates with ICU staff nurses to ensure appropriate performance evaluations are conducted and maintain patient connection for feedback and process improvement.
- d. Trains current and new Intensive Care Unit staff nurses and other clinical Intensive Care Unit staff members
- e. Analyzes budget, polices, and procedures with respect to –
 - i. Handles day-to-day operations, and availability of resources necessary for quality patient care
 - ii. Reviews and implements departmental policies and procedures, to ensure areas of improvement are addressed
 - iii. Trains and evaluates Intensive Care Unit staff, to ensure adherence to procedures specific to Intensive Care Unit as well as those that pertain to the facility as a whole
- f. Manages nursing in the Intensive Care Unit and ensure Intensive Care Unit competences through training and performance evaluation
- g. Makes judgement calls and managerial decisions, especially in the absence of Administrative and Management personnel.
- h. Inspects the nursing service treatment areas daily to ensure that they are maintained in a clean and safe manner
- i. Implements and maintains established nursing objectives and standards

2. Clinical Evaluation and Care Plan

- a. Assesses and diagnoses patient and family needs in order to provide quality care to assigned patients; educates patients and family members on ICU procedures
- b. Develops, discusses and communicates a realistic problem list (plan of care) for each patient, in collaboration with each patient/family/significant other in order to address all identified needs
- c. Works with staff nurses to ensure appropriate evaluation and maintain patient connection for feedback and process improvement.
- d. Demonstrates the skills and judgement necessary to implement medical plan of care, nursing interventions and procedures as necessary for the care of the patient.

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- e. Asses identified problems, care regime as provided, and patients' feedback, to meet patient and family needs to assure overall quality of care delivered
 - f. Utilizes knowledge of factors unique to each patient (e.g. age, cultural diversity) to ensure an appropriate provision of care
 - g. Requests and arranges for diagnostic and therapeutic services, as ordered by the physician, and in accordance with our established procedures
3. **Administrative Duties**
- a. Maintains up-to-date and accurate documentation of nursing care through the Electronic Health Record system or through manual charting system to assure the integration of information for use by the health care team.
 - b. Makes written and oral reports and recommendations concerning the actives of the shift as required.

*Complete job description provided upon employment.
