

**CAROLINAS HEALTHCARE CENTER
CAROLINAS MEDICAL CENTER - PINEVILLE
ADMINISTRATION
JOB DESCRIPTIONS**

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TITLE: VICE PRESIDENT – Chief Nurse Executive
JOB CODE: 4000
EFFECTIVE DATE: 03/01/11
REVIEW/REVISED: 07/30/12

JOB SUMMARY

Plans, manages, coordinates and evaluates the clinical and administrative activities for the Department of Nursing and the administrative activities for other clinical and non-clinical areas reporting to this position. Directs and develops hospital wide patient care programs, policies and procedures that assure high quality patient care. Participates in decision making, problem solving, goal setting, and strategic planning for the organization. Rotates administrative coverage for Carolinas Medical Center - Pineville. Serves as a liaison between the medical staff and those delivering care, through attendance at various medical staff committees, including the Medical Executive Committee.

ESSENTIAL FUNCTIONS

1. Supports and contributes to the achievement of the hospital's and the System's strategic goals and initiatives.
2. Develops a philosophy and facility goals appropriate to the purpose of the organization and functions within the general policies.
3. Provides leadership in the development, marketing, and implementation of new services or service improvements based on identified patient needs and/or operating efficiencies while improving quality standards.
4. Develops and interprets hospital and divisional policy, procedure and goals to various department heads, thereby serving as liaison between other departments and nursing.
5. Assists in preparation of budgets and allocation of resources.
6. Actively pursues and responds to physician and patient comments regarding the quality of care rendered.
7. Maintains a positive working relationship with the medical staff.
8. Oversees development and approval of hospital wide patient care programs, policies, and procedures for all areas in which patient care is provided.
9. Chairs or serves on various inter and intra divisional committees, various corporate committees, and various medical staff committees as necessary and appropriate.

10. Ensures the quality and appropriateness of patient care delivery through the systematic evaluation of identified clinical issues as it relates to outcomes, and identified opportunities for organizational process improvement.
11. Assures programs for recruitment, retention, development, and continuing education for staff are provided.
12. Rotates administrative call for Carolinas Medical Center - Pineville.
13. Pursues a continuing program of formal and informal education in health care and management to maintain, strengthen, and broaden own concepts, philosophy, and ability as a health care executive.
14. Monitors and assures that standards of care are fulfilled to meet regulatory requirements.
15. Adheres to the Mission Statement of the Carolinas HealthCare System

MARGINAL FUNCTIONS

None

PHYSICAL REQUIREMENTS

Continuously must be able to speak clearly, hear and see clearly close up less than 20 inches and distances more than 200 feet. Frequently has use of both hands. Is occasionally required to stand, walk, or lift no more than 10 pounds. Occasionally must be able to push/pull no more than 10 pounds. Requires occasional twisting, bending and reaching in front of body. Continuously works inside. Occasionally works outside. Occasionally works long and irregular hours and must be able to respond quickly in stressful situations.

EDUCATION, TRAINING, AND EXPERIENCE

Must be a graduate from an accredited four year college or university. A Masters in Hospital Administration or equivalent is preferred. Must have three years progressive management experience, at least at the Department Head level with experience at the executive level in a healthcare organization preferred. Must have demonstrated competency in personnel and financial management, interpersonal communication, and management theory and practice.

PATIENT POPULATION SERVED

Demonstrates knowledge of the principles of growth and development and possesses the ability to respond to age specific issues and data reflective of the patient's status. Demonstrates the knowledge and skills necessary to provide care for the following age groups:

☐ N/A ☐ Neonate ☐ Infant ☐ Child ☐ Adolescent ☐ Adult ☐ Geriatric

PROTECTED HEALTH INFORMATION

- Will limit access to protected health information (PHI) to the information reasonable necessary to do the job.
- Will share information only on a need to know basis for work purposes.
- Access to verbal, written and electronic PHI for this job has been determined based on job level and job responsibility within the organization. Computerized access to PHI for this job has been determined as described above and is controlled via user ID and password

MACHINES, TOOLS, AND EQUIPMENT

All related medical equipment and supplies

REPORTING RELATIONSHIPS

Supervised by: President
Supervises: Department Directors (Patient Care)
Promoted to:

APPROVALS

Signature		
Title	President	Human Resources
Date	07/30/12	8/12/12

The above statements are intended to describe the general nature and level of work being performed by people assigned this job classification. They are not to be construed as an all inclusive list of all duties, skills, and responsibilities of people so assigned.

Reviewed: 07/12

Revised: 03/11