

Position: Director of Nursing

POSITION SUMMARY

Under direction of the CEO, the Director of Nursing will provide clinical leadership and ensure oversight of all Nursing and Radiology staff to provide safe, direct patient care. The Licensed Nursing staff will utilize the nursing process in the ambulatory setting including all HMS policies and procedures and the state of NM Nurse Practice Act. Unlicensed Clinical Support staff, under the direct supervision of licensed RN's, in collaboration and oversight of an HMS Physician, and as per HMS policy and procedures will; assist patients through provision of primary care, obtain patient medical history, assist with treatment procedures, assist in maintenance of a safe and clean environment, provide clerical support, order and stock supplies, administer medications and prepare instruments for sterilization. Ages of patients served includes: newborn, pediatric, adolescent, adult, and geriatric age groups.

The delivery of quality service and positive interactions with all customers and co-workers is critical to the completion of all tasks within this job description, thus the employee is responsible for establishing and maintaining interpersonal relationships with patients, visitors, and HMS staff in a courteous, respectful and professional manner.

POSITION ACCOUNTABILITIES

1. Provide clinical leadership to staff for the preparation of patient care areas. Ensures that patient medical records contain necessary information; documents medical history or chief complaint; triages and initiates care for patients.
2. Provide clinical leadership to staff assessing patient's condition and nursing needs; sets goals and utilizes appropriate nursing actions to achieve goals.
3. Provide clinical oversight to staff that will use the nursing process to implement and document individualized nursing care, which includes patient/family teaching, under the supervision of a Provider.
4. Provide clinical leadership to staff performing appropriate routine treatment procedures, including but not limited to blood draws, catheterization, EKG, and medication administration
5. Provide clinical leadership to staff assisting Provider with special tests, procedures and complex treatments.
6. Provide clinical leadership to staff who will record and report pertinent observations and reactions regarding patients to appropriate medical/clinical staff.
7. Provide clinical leadership to staff assisting with or institutes emergency measures for sudden, adverse developments in patients.
8. Provide clinical leadership to staff processing data, generating reports, triage, handle patient calls, contacts in the office and documents all activities.
9. Provide clinical leadership to staff who will promote a safe environment for patients, visitors, and staff.

10. Provide clinical leadership to staff who will ensure documentation of laboratory results, assist with follow-up on abnormal results and assist with Patient notification of results from the Provider.
11. Provide clinical leadership and assist staffs who maintain established HMS Policies and Procedures, objectives, quality assurance program, safety, environmental and infection control standards.
12. Assists in developing clinical policies and procedures.
13. Reviews Infection Control processes for compliance.
14. Participates in Quality Improvement Programs and medical chart reviews.
15. Ensures that equipment is maintained; assigns staff to monitor and order supplies and medications.
16. Promotes fiscal stability of HMS by cost-effective use of resources.
17. Provide clinical/administrative leadership and participates in orientation and evaluation of new clinical personnel.
18. Provide clinical leadership to staff who act as preceptors. This would include new and existing clinical staff and students.
19. Assumes responsibility for the Clinical Support staff maintaining competence in clinical practice
20. Attends continuing education activities pertinent to practice setting and ensures Clinical Support staff receives continuing education activities pertinent to practice setting.
21. Provide clinical leadership to Clinical support staff who may visit patients in their home to perform preventative health care and/or draw labs as ordered by their supervising Provider. Develop relevant protocols to assure compliance with home health guidelines for patient care and staff competencies and safety when providing care in a patient's home.
22. Provide clinical/administrative leadership with interviews and hiring recommendations for vacant MA positions and RN/LPN positions
23. Provide administrative leadership to Licensed staff who oversee time-clock/timesheet functions and tracks MA use of overtime within company policies. Also provide direction to licensed staff in Exempt employment.
24. Provide clinical/administrative leadership to licensed staff who direct day-to-day activities of MA's as necessary to affect Provider directives and orders.
25. Provide clinical leadership to licensed staffs' day-to-day activities as necessary to affect Provider directives and orders.
26. Provide clinical leadership to staff who provide training and monitoring of skill development of MA's.
27. Provide clinical training to licensed staff and monitoring of skill development.
28. Provide administrative leadership to staff who provide required evaluations and competency assessments of MA's in collaboration with providers.
29. Perform required evaluations and competency assessments of licensed staff.
30. Provide administrative leadership to staff who schedule Clinical Support staff time off and PDO in coordination with clinic managers to assure adequate nursing and MA coverage.
31. Provide leadership to staff who track and maintain adequate clinical supplies, etc.
32. Operate as acting Clinical Trainer in their absence.

33. Performs all other duties as assigned
34. The position of Nurse Director requires compliance with Hidalgo Medical Services written standards, including its Compliance Program and Standards of Conduct and policies and procedures. (Written Standards) Such compliance will be an element considered as part of the Nurse Director's regular performance evaluation.
35. Failure to comply with Hidalgo Medical Services Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Hidalgo Medical Services Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with Hidalgo Medical Services Compliance Program Policy and Procedure.

MINIMUM QUALIFICATIONS

License to practice as a Registered Nurse in the State of New Mexico
Three years of clinical experience preferred; ambulatory care experience desired
Supervisory experience in nursing environment required
AHA BLS or equivalent certification or must obtain AHA BLS or equivalent certification within 90 days of employment
Evidence of continuing education necessary to maintain licensure

REQUIRED SKILLS

Must be an effective leader and a strong team player
Effective verbal and written communication skills. Written skills in English required.
Ability to communicate in Spanish a plus.
Demonstrated computer skills

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or
dropped off or
mailed to:
1105 N. Pope Street, Suite C, Silver City, NM 88061
Or
530 DeMoss Street, Lordsburg, NM 88045
For more information call 575-247-6036