



## JOB DESCRIPTION

**TITLE:** Director – The Birth Place  
**DEPARTMENT:** The Birth Place  
**REPORTS TO:** Chief Nursing Officer  
**FLSA:** Non-Exempt

### **SUMMARY OF JOB:**

Assists with daily operations of Labor & Delivery. Assesses the need for personnel, equipment, supplies, labor and delivery rooms; anesthesia and operating room space on a daily basis and plans for the utilization of these resources. Makes timely changes in case scheduling to result in an efficient and effective daily schedule. In coordination with the Chief Nursing Officer, helps to establish departmental goals which support the hospital's mission, vision, values and strategic initiatives.

### **RESPONSIBILITIES:**

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Oversee daily preparation of delivery rooms and schedule; making team assignments by making adjustments to accommodate add-on cases and absent personnel. (Daily assignments are made based upon staff competencies and needs.)
2. Oversee daily care of patients.
3. Assisting in assuring physician, staff and patient satisfaction
4. Demonstrates leadership responsibilities by:
5. Identifies patient service requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand service requirements.
6. Maintains nursing guidelines by writing and updating policies and procedures.
7. Maintains nursing operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.

8. Assures quality of care by developing and interpreting hospital and nursing division's philosophies and standards of care; enforcing adherence to state board of nursing and state nurse practice act requirements and to other governing agency regulations; measuring health outcomes against standards; making or recommending adjustments.
9. Maintains nursing staff by recruiting, selecting, orienting, and training nurses and auxiliary staff.
10. Completes patient care requirements by scheduling and assigning nursing and staff; following up on work results.
11. Maintains nursing staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
12. Establishes a compassionate environment by providing emotional, and psychological support to patients, friends, and families.
13. Promotes patient's independence by establishing patient care goals; teaching and counseling patient, friends, and family and reinforcing their understanding of disease, medications, and self-care skills.
14. Provides information to patients and health care team by answering questions and requests.
15. Resolves patient needs by utilizing multidisciplinary team strategies.
16. Maintains safe and clean working environment by designing and implementing procedures, rules, and regulations; calling for assistance from other health care professionals.
17. Protects patients and employees by developing and interpreting infection-control policies and protocols; enforcing medication administration, storage procedures, and controlled substance regulations.
18. Maintains patient confidence and protects operations by monitoring confidential information processing.
19. Maintains documentation of patient care services by auditing patient and department records.
20. Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
21. Ensures operation of medical and administrative equipment by verifying emergency equipment availability; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
22. Maintains nursing supplies inventory by studying usage reports; identifying trends; anticipating needed supplies; approving requisitions and cost allocations.
23. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

24. Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
25. Has a thorough understanding of the Magnet Recognition Program and actively contributes to the Magnet Journey.
26. Assists in monitoring standards of professional care in accordance with AWHONN, AORN, ASPAN, AMMI and other national standards
27. Assisting with patient care as needed including: circulating and/or scrubbing, required to take call as assigned including administrative call and/or staff call.

Other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's Degree in nursing (Master Degree preferred) and at least ten (10) years of experience and training in Labor, Delivery, and Recovery & Postpartum  
OR  
equivalent combination of education and experience.

**CERTIFICATIONS/LICENSES:**

Current unrestricted Registered Nurse license in the State of Colorado  
BLS  
ACLS  
NRP

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the “Whatever It Takes” philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPPA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

**UNRESTRICTED ACCESS – A workforce member with unrestricted access will have full access to protected health information, including a patient’s entire record, for accomplishing intended purposes.**

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

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Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date