



JOB DESCRIPTION

TITLE: Manager
DEPARTMENT: Intensive Care Unit
REPORTS TO: Inpatient Services Administrator
FLSA: Exempt

SUMMARY OF JOB:

Under the guidance and direction from the Inpatient Services Administrator, is expected to function with initiative and independent judgment, serving as a department leader for the Intensive Care Unit (ICU). As a working manager, will participate in departmental activities, train and supervise personnel, assist in facilitating departmental meetings, and determine staffing patterns. Will assist the Inpatient Services Director with hiring, firing, promotions, disciplinary action and evaluation of personnel. Assists with personnel development, interpretation and application of departmental policies, budgets and long range plans. Monitors all services provided by outside contractors and supervises personnel within the department. Supports shared governance and evidence-based practice models.

RESPONSIBILITIES:

Colorado West Healthcare System (CWHHS) expects job performance to be consistent with its mission and vision 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. CWHHS 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. CWHHS strongly supports the Magnet tenets and believes that each employee contributes to improved performance by continuously searching for ways to improve patient outcomes.
2. Has a thorough understanding of the Magnet Recognition Program and actively contributes to the Magnet Journey.
3. Demonstrate a solid business acumen with a foundational understanding of healthcare finance principles with the goal of enhancing fiscal performance and viability.
4. Provide supervision and development of employees:
 - a. Assist in the recruitment and hiring of qualified individuals, based upon the job description;
 - b. Assists in performing annual evaluations;
 - c. Assists in analyzing the skills inventory of employees and arrange needed training, while helping to recognize those employees with enhanced skills;
 - d. Mentor direct reports to develop management, communication and technical skills;
 - e. Communicate, empathize and lead all employees so that the company vision is achieved;
 - f. Assist in counseling employees as warranted;

- g. Keep employees up to date with organizational communication such as strategic initiatives, performance, clinical issues, policies and procedures;
 - h. Notifies Inpatient Services Administrator of issues that arise.
5. Actively contributes to the development of a culture of patient safety.
6. Other duties as assigned:
- a. Demonstrates leadership and support of initiatives undertaken by CWHS and its Leadership.
 - b. Assists with and implements special projects.
 - c. Assists with facilitating meetings as needed for ICU, Critical Care Committee, Magnet and any other necessary meetings to facilitate reporting, communication and/or collaboration.
 - d. May assume responsibilities of the Inpatient Services Administrator 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. Require current, unrestricted licensure as a Registered Nurse in the State of Colorado. Minimum of (3) years of ICU department leadership experience in a licensed (78) bed or larger hospital is required, or has an equivalent combination of education and experience.

CERTIFICATES/LICENSES:

Current and unrestricted Registered Nurse license in the State of Colorado.
 BLS and ACLS (must have prior to employment)
 PALS (must be obtained within 6 months of hire)
 TNCC or TCAR (must be obtained within 6 months of hire)
 Certification in Critical Care Nursing strongly preferred

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 professionally 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.

HIPAA:

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.

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.

Employee Name & Signature

Date

Supervisor Name & Signature

Date