CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 723.7

Job Title: **CHIEF NURSE, RN**

Pay Grade: 26

GENERAL SUMMARY:

Plans, performs, and coordinates supervisory duties in developing and evaluating nursing activities of a health clinic.

RESPONSIBILITES:

- Supervises/monitors the clinical flow to ensure optimal productivity and efficiency.
- Plans, coordinates, implements, evaluates, and directs the primary nursing activities of a health clinic or multi-service center.
- Supervises the performance of nursing personnel; advises and counsels nurses concerning professional growth, advanced training, and education.
- Assesses staffing needs; develops and coordinates effective staffing matrix for area of responsibility.
- Analyzes and evaluates nursing staff utilization and quality of care; develops, coordinates, recommends, and implements changes as needed.
- Participates in the orientation, training and guidance of nursing staff, new employees, and nursing students.
- Encourages and coordinates the development of improved clinical and administrative procedures/policies.
- Provides community liaison and referral services; disseminates public information. May serve on various departmental committees.
- Performs Quality Assurance, Quality Improvement, and analytical assessments to cultivate an environmentof accountability, productivity, and high performance.
- Coordinates with Director of Nursing to develop and implement clinical and administrative policiesand procedures.
- Collaborates with health center and program leadership to conduct regular staff meetings to maximize health center operations and sharing of information.
- Collaborates with health center and program leadership to review employment referrals, interviews and make hiring recommendations.
- Develops and administers H.E.A.R. plans and performance reviews on all assigned direct reports.

RESPONSIBILITES: (continued)

- Administers Positive Corrective Action Program plans as needed to direct reports.

- Collaborates with the Pharmacy unit and Laboratory Unit to ensure maintenance of pharmacy related documents (logs, reports, and licenses etc.) and lab-related documents (logs, reports, and licenses etc.) are properly filed and/or posted.

- Serves as subject matter expert with respect to development and implementation of applicable policies, procedures, and operations.

- Assists with creation and monitors implementation of clinic process and administrative procedures/policies.

- Assists in mock audits or record reviews of other Areas.

- Maintains current and valid records as it relates to credentials, certifications, acknowledgements, and licensures.

- Ensures HR activities (postings, HEAR plans and Reviews) for direct reports are complete.

- Oversees patient medical history and records on patients' diseases, operations, immunizations, assessments, treatment and other pertinent information in the electronic health record and databases to ensure compliance with policies/procedures.

- In conjunction with Nursing Services, participates in professional education activities involving schools of nursing and other public health institutions, as needed.

- And all other assigned duties

SPECIFICATIONS:

KNOWLEDGE:
Requires graduation from an accredited school of nursing. A Bachelor of Science degree in nursing is preferred.

EXPERIENCE:
Four years of clinical nursing experience, including one year of nursing supervisory/team leadership experience.

SUBSTITUTION:
A Master of Science degree in Nursing may be substituted for two years of the experience requirement.

LICENSE / CERTIFICATION:
Must be licensed to practice as a registered nurse (RN) in the State of Texas. CPR certification is required. **RN License and CPR certification** must be maintained and current for continued employment.

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies, and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors in work could lead to major expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision, and evaluation of work as a manager or the equivalent over the first-linesupervisors (and non-supervisors, if applicable). This position strongly requests personnel actions such as hiring, terminations, and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as a manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires considerabletact and cooperation involving somewhat sensitive issues or problems.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors, and professional contacts with allied organizations. Interaction requires moderate tact and cooperation, e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or fourreams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:
All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:
Public Health Nurse I
Public Health Nurse II
Public Health Nurse III
Public Health Nurse IV
Chief Nurse, RN
Public Health Nursing Chief

Effective Date: October 1990
Revised: October 2018
Revised: November 2023