

VICE PRESIDENT HOSPITAL NURSING SERVICES AND EDUCATION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Executive Vice President, the incumbent is responsible for the overall administrative direction of the Nursing Division, and ancillary divisions, as assigned, at Westchester Medical Center. Responsibilities include development, implementation, coordination, administration and evaluation of programs. This position is also responsible for the implementation of the New York State Nurse Practice Act. Program direction over a large nursing and support staff is exercised through administrative level and supervisory level personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides for and directs the determination, maintenance and interpretation of standards of Nursing practice, and ancillary patient care practices to ensure licensed status is maintained and established procedures are followed;

Provides for and directs the development, implementation and evaluation of the program for patients to ensure current, state-of-the-art quality care is provided;

Provides for and directs the determination of conditions, resources and policies essential to the delivery of patient care services;

Provides for and directs the immediate supervision of all administrative personnel in these areas;

Directs all personnel in these areas to ensure appropriate levels of staff training, recruiting, corrective action, staff development;

Participates in interdisciplinary programs and over all planning with other hospital administrators;

Provides for and directs the on-going review of respective services with regard to staffing, philosophy, goals, objectives, policies and procedures;

Represents administration in labor - management conferences, as required;

Represents administration in the development of the Medical Center annual budget in the preparation of the respective services budgets to ensure appropriate level of resources are available for patient care programs;

Provides for liaison and direction of the Nursing Education program;

Provides for and directs the development and maintenance of a system of peer review of personnel;

Participates in, monitors and evaluates quality assurance activities;

Provides for and directs analysis of trends pertinent to the delivery of care services;

EXAMPLES OF WORK: (Cont'd.)

Interprets and communicates policies and procedures in matters related to nursing, and ancillary services so as to advise and coordinate programs with medical staff and department heads;

Reviews protocols, policies, procedures and standards of practice to ensure compliance with New York State Nurse Practice Act, Westchester County Labor Management Practices and negotiated contracts; JCAHO, State Health Department accrediting requirements;

Collaborates with other regional nursing service administrators and educators in the development of regional nursing continuing education programs.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the application of current nursing techniques and procedures; thorough knowledge of the principles and practices of hospital administration; thorough knowledge of labor-management practices, as well as current civil service and personnel practices; thorough knowledge of the Joint Commission on Accreditation of Health Care Organizations, and the New York State Health Department accreditation requirements; knowledge of the current concepts of community health practices; ability to develop long-range programmatic goals with regard to regionalization of specialized nursing programs; ability to direct, supervise and coordinate a large multi-programmed Medical Center Nursing Service; ability to communicate professionally to all levels of staff including Medical Division directors; ability to set priorities; initiative; good judgment; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree* in Nursing or Nursing Administration and a Master's Degree* in Health Administration, Hospital Administration, Nursing Administration, or closely related field and eight years of experience in nursing, five of which must have been at the supervisory level and one of which must have been performing management duties at an accredited hospital or other health care agency.

SPECIAL REQUIREMENT: Possession of a valid license and current registration, issued by the New York State Department of Education, as a Registered Professional Nurse.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.