



Nursing Career Family LEVEL 3 DESCRIPTION- Managerial Track

NM-3

Class Code: 802113 Exempt Nursing Manager III

Summary

Leads and integrates a number of technical/professional teams and may oversee the first and/or second levels of management/supervision in the Nursing Job Family. Employees in this role coordinate the daily operations and have direct and/or indirect nursing and administrative responsibility for a healthcare agency or program where coordination of activities across all units or program areas is required. Day to day operational responsibility consists of initiatives with a heavy tactical focus but within the context of understanding likely long-term developments. Work at this level requires thorough knowledge of the legal scope and standards of nursing practice and facility licensure and certification requirements, the ability to address broad operational issues, and the authority to make operational decisions.

Accountabilities

- Overall responsibility for nursing policy and procedures and compliance with regulatory standards for an entire healthcare agency or program.
- Serves as a member of the leadership team and participates on various committees and task forces.
- Delegates supervision and/or coordinates activities across a broad, well-defined agency/program with the aim of providing quality of care while balancing costs, practices, and staffing.
- Participates in the development of a vision and direction for teams and creates a positive work environment that maximizes the strengths of members and focuses on individual, team, and organizational/program-wide developmental areas in order to increase capabilities and ensure delivery of quality care. Identifies needed skill sets and actively manages staff requirements.
- Leads the planning, coordinating, scheduling, and managing of resources, considering the future care needs, as well as the needs of the agency/program.
- Establishes and prioritizes agency/program-wide initiatives or action plans to ensure healthcare needs are met. Analyzes and evaluates changes to operations and implements improvements to quality, cost, and efficiency.
- Manages and engages in effective people management activities such as recruitment, interviewing, hiring, training and retention, including personnel actions such as performance reviews and corrective actions to ensure adequate and competent staff.
- Educates managers and/or professional staff to ensure safe practice and competence.
- Serves as clinical nursing authority, researches nursing techniques and technology and cascades knowledge through agency/program; and manages agency/program through integrated approaches to healthcare.
- Identifies areas of need, initiates and writes internal/local policies for units/programs; provides recommendations for new legislation and/or rule promulgation.
- Ensures documentation, delivery of care, and expected outcomes are in accordance with policies, procedures, and regulations of entire healthcare agency and/or program.
- Collaborates with other organization healthcare operations or State programs to ensure quality of care.
- Develops budget projections and manages budget(s) for assigned agency/program to ensure proper expenditure of funds.
- Initiates, writes, and submits grant applications and determines the distribution of grant funds or other alternative sources of funding.
- Prepares required reports and serves as liaison to various regulatory bodies such as the State Board of Nursing and/or Veterans Administration.

Competencies

- Displays Integrity & Commitment
- Acts Decisively
- Builds Strong Alliances
- Demonstrates Astuteness
- Builds Competence
- Exercises Due Diligence
- Focuses on Customer Needs
- Achieves Successful Results
- Communicates Powerfully
- Develops Successful Teams

Job Knowledge (typical education/experience needed for entry into the level)

Registered Nurse licence and 3-5 years of progressive experience at Level 2 Management of the Nursing Job Family.
OR Masters degree plus 3-5 years of relevant experience.

Career Development

This role provides the opportunity to oversee and manage the daily operation and resources of an agency or program in regards to nursing care, policy, and regulation. Opportunities at this level involve the need to create a vision and to develop and initiate broad changes to policy and the provision of care.

To develop proficiently in this role, it will be important to articulate goals and objectives, build and strengthen relationships with the community and key State stakeholders, research nursing best practices, and gain knowledge of budget development.