MASSACHUSETTS GENERAL HOSPITAL
Department of Nursing

JOB DESCRIPTION

TITLE: ASSOCIATE CHIEF NURSE

Date revised: 6/06

OVERVIEW:

The Associate Chief Nurse is responsible for direct patient care for a designated group of units/programs. S/he assures that competent, compassionate patient care is uniformly provided to patients in inpatient, ambulatory, and community settings. The Associate Chief Nurse develops, implements, and evaluates policies, programs, and services consistent with the hospital’s mission and the department’s vision and philosophy. S/he provides direction and support to the unit-based leadership triad toward attainment of short- and long-term goals and objectives. As a member of the nursing executive management team, the Associate Chief Nurse participates in the efficient and effective management of the department of nursing, and the development of its strategic plan.

REPORTS TO: Directly to the Senior Vice President for Patient Care and Chief Nurse

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1.0 Leadership and Strategy

1.1 Participates in formulating the department’s, Patient Care Services and the organization’s vision and strategic plan.

1.2 Communicates and operationalizes the strategic plan.

1.3 Attracts, retains and develops the best and brightest Nursing leadership team.

1.4 Establishes and maintains an environment conducive to excellence in patient care.

1.5 Continually evaluates quality and safety performance, identifies improvement opportunities, and plans and implements programs for improvement.

1.6 Establishes and maintains an environment that is supportive of professional nursing practice.

1.7 Promotes multidisciplinary collaboration.
1.8 Identifies, encourages, and provides mechanisms for participation of the nursing staff in collaborative governance.

1.9 Ensures that the environment addresses needs of a diverse patient population and workforce.

1.10 Provides input into development and implementation of information systems needed to support patient care.

1.11 Engages in professional development activities.

1.12 Guides the ongoing development and implementation of the Clinical Recognition Program.

2.0 Operations

2.1 Directs the development and implementation of standards, policies, and programs to ensure excellence in nursing practice.

2.2 Develops collaborative relationships with department heads, the medical staff, and colleagues in the nursing community.

2.3 Communicates the role of nursing and issues of patient care to the organization and community.

2.4 Designs and directs the implementation of programs and processes to support organizational mission and goals.

3.0 Compliance

3.1 Assures care and unit functions are in compliance with applicable local, state, and federal regulations and accrediting agencies.

3.2 Develops and ensures compliance with nursing policies and procedures, standards of patient care and nursing practice.

3.3 Supports a system that encourages the identification and analysis of errors and near misses in the context of a blame free culture.

3.4 Promotes an environment where employees are alert to opportunities for the enhancement of patient care through utilization of the latest research findings, systems analysis and performance improvement principles.
3.5 Initiates multidisciplinary and interdepartmental forums to insure the promotion and protection of patient/family rights.

4.0 Fiscal

4.1 Participates in establishing financial plans, integrating the institution’s mission and goals.

4.2 Collaborates with other members of the nursing executive management team in financial planning, and in setting priorities for allocation of resources.

4.3 Advocates for resources necessary for patient care.

4.4 Establishes and maintains a cost effective patient care environment.

4.5 Communicates nursing’s contribution to the financial success of the organization.

QUALIFICATIONS:

Current licensure as a registered nurse in the Commonwealth of Massachusetts.
Minimum of 5 years of clinical practice.
Evidence of progressively responsible nursing management experience.
Master’s degree required. One of the required degrees should be in Nursing.

SKILLS/ABILITY:

Demonstrated leadership qualities including the ability to inspire a vision and to empower and motivate others toward realization of that vision. Strong communication, negotiation and conflict management skills. Systems and financial, computer skills. Presentation skills – both oral and written. Attention to detail and follow up along with the ability to conceptualize. Ability to prioritize in a changing environment and to flexibly move among multiple projects.

Reviewed and approved: Nursing Executive Operations 06/06