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Chief Nursing Officer

Plans, coordinates and manages the nursing department. Responsible for the overall direction, coordination and evaluation of nursing care and services provided to patients. Ensures quality care that is consistent with Ruby Valley Medical Center's expectations and regulatory standards. This position reports directly to the Chief Executive Officer.

Job Duties:

- Employee performs all duties in a manner consistent with the mission and values of Ruby Valley Medical Center.
- Leads the nursing staff in delivering excellent care to patients and offering quality support to the medical staff.
- Assures compliance with the rules and regulations created for the governance of Critical Access Hospitals, meeting local, state, and federal standards.
- Stays abreast of new and upcoming regulatory changes through monitoring industry publications and professional networks.
- Ensures that each nurse on staff is properly certified and abides by the standards for care established by Ruby Valley Medical Center as well as local, state and federal laws.
- Creates and maintains written policies and procedures regarding day-to-day functions of the nursing department to ensure a high and consistent level of care for each patient.
- Coordinates services interdepartmentally.
- Creates procedural plans for specific programs and services provided by the nursing department.
- Assists Human Resources with recruitment and selection of personnel.
- Ensures the high quality of staff performance through scheduling, performance evaluations, and reviews.
- Provides direct patient care as needed.
- Oversees orientation and training programs for new and existing employees.
- Assists staff if professional development through the provision of programs that meet continuing education requirements.
- Oversees and assists in the preparation of the budget for the Nursing Department
- Implements quality improvement programs designed to help deliver the highest possible levels of service.
- Ensures that all patient care plans have the documentation necessary to provide the proper type of care.

Licensure/certification/registration:

- Licensed to practice as a Registered Nurse in the State of Montana
- Basic Life Support (BLS) Certification
- Healthcare Provider CPR
- Advanced Cardiac Life Support (ACLS) Certification

Minimum Educational Requirements

- Bachelor's Degree in Nursing required.
- M.S. Degree in related healthcare field preferred (or equivalent experience).

Minimum Experience:

- 5 years of nursing experience
- 2 years of previous leadership experience
- Previous management or supervisory experience in a Critical Access Hospital is preferred.

Special qualifications or skills:

- Strong computer proficiency.
- Strong leadership skills.
- Strong interpersonal and customer service skills.
- The ability to represent Ruby Valley Medical Center in a positive light in all interactions.

Physical Requirements:

Office Equipment Used: Computer, Calculator, Printer, Fax Machine, Copier, and Telephone.

Work Environment: While performing the duties of this job, the employee constantly works around others, works with the public and usually works inside. The noise level in the work environment is typically moderate.

Physical Demands: While performing the duties of this job, the employee is required to use hands to finger, handle or feel objects, and to type on a key board. The employee is required to sit, talk, write, hear, and read. The employee may be required to stand for extended periods, walk, stoop, kneel, and reach with hands and arms.

Vision Demands: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental/Motor Demands: While performing the duties of this job, the employee performs non-routine work. The employee frequently exercises flexibility (ability to shift from one task to another). While performing non-routine work, the employee must problem-solve and think critically in order to apply knowledge and skill. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interaction, which requires oral communications, and written communications. Memory, reasoning and exercising judgment are constantly used/required on this job.

Signature: _____

Date: _____

Print Name: _____