Job Description

Title: Inpatient and Emergency Department Manager
Department: Inpatient and Emergency Department

I. Qualifications:
   A. Must possess, as a minimum, a Nursing degree from an accredited college or university, or be a graduate of an approved RN program. BSN preferred.
   B. Must possess a current, unencumbered, active license to practice as a RN in Iowa.
   C. Ability to read, write, speak, and understand the English language.
   D. Basic computer skills.
   E. Possesses the ability to make independent decisions when circumstances warrant such actions.
   F. Must possess the ability to deal tactfully with personnel, patients, family members, visitors, government agencies, and the general public.
   G. Knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to hospital setting.
   H. Leadership and supervisory abilities and the willingness to work harmoniously with other personnel.
   I. Possesses the ability to plan, organize, develop, implement, and interpret programs, goals, objectives, policies, and procedures.
   J. Displays a patient, tactful, cheerful, and enthusiastic disposition, as well as the willingness to handle difficult patients.
   K. Willingness to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
   L. Ability to relate information concerning a patient’s condition.
   M. Must not pose a direct threat to the health of safety or other individuals in the workplace.

II. Purpose:
   The Inpatient and Emergency Department and Emergency Department Manager’s primary purpose is to provide direct and indirect provision of professional nursing care of the patients and accountability for all nursing and personnel functions in both areas. The Inpatient and Emergency Department and Emergency Department Manager will also provide leadership, 24/7 management accountability and assist in promoting evidence-based practices at GCMH. In addition, he/she will lead initiatives to foster a patient-family centered environment and transform care delivery.

III. Essential Functions (including, but not limited to):
   A. Supporting the mission, vision, and core values of the organization.
   B. Promoting an environment that supports best nursing practices and fosters transformation of bedside nursing.
   C. Providing leadership for the unit, establishing staff assignments and departmental schedules to meet organizational needs.
   D. Contributing to team efforts and using appropriate conflict management skills proactively to resolve intradepartmental and interdepartmental grievances/concerns.
   E. Selecting, hiring, and training department staff; leading orientations of new department personnel.
   F. Developing standards of performance, monitoring and supervising staff.
   G. Evaluating staff performance and making recommendations for merit increases, promotions, and disciplinary action.
H. Providing fiscal management by developing and recommending department operating budget as instructed and insures compliance. Evaluating and justifying equipment and supply needs.
I. Organizing regular staff meetings for the purpose of communicating new policies, procedures, equipment, and unit and organizational concerns.
J. Directing the day-to-day function of Inpatient and Emergency Departments in accordance with current rules, regulations, and guidelines that govern these areas.
K. Ensuring that safety and sanitation standards are maintained in patient’s rooms, all work areas, and throughout the unit.
L. Following established hand washing techniques and universal precautions in the use of gloves, gowns, and/or masks.
M. Participating in the development, maintenance, and implementation of the hospital’s quality assurance program for Inpatient and Emergency Department.
N. Ensuring that all nursing personnel comply with the written policies and procedures established by the facility.
O. Periodically reviewing the department’s policies, procedure manuals, job description, et cetera and making revisions as indicated.
P. Rounding to ensure that nursing service personnel are performing their work assignments in accordance with acceptable nursing standards.
Q. Ensuring that departmental personnel, patients, and visitors follow the department’s established policies and procedures at all times.
R. Creating and maintaining an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the unit and shift.
S. Reviewing complaints and grievances made or filed by Inpatient and Emergency Department personnel. Maintaining a grievance file.
T. Flexibility and capability to complete Staff Nurse responsibilities as needed.
U. Maintain and coordinate monthly ED provider schedule - ensures credentialing, contracts and insurance complete prior to first shift
V. Facilitate EMS education and builds relationships with EMS crews

IV. **Job Relationships:**
A. Responsible to: Director of Nursing
B. Direct Reports: Inpatient and Emergency department nursing staff, Clinical Care Coordinator, Trauma Coordinator
C. Interrelationships: All GCMH Associates

V. **Working Conditions:**
A. Subject to frequent interruptions.
B. Involved with patients, personnel, visitors, government agencies/personnel, etc. under all circumstances and conditions.
C. Is subject to hostile and emotionally upset patients, families, personnel, and visitors.
D. Communicates with medical staff, department personnel, and other departments.
E. Works beyond normal working hours, and in other positions temporarily, when necessary.
F. Is subject to callback during emergency conditions (mass traumas, evacuation, disaster, etc.)
G. Attends and participates in continuing education programs.
H. Is subject to injury from fall, burns from equipment, odors, etc., throughout the workday, as well as reactions from dust, disinfectants, tobacco smoke, and other contaminants.
I. Maintains a liaison with the physician, the patient, their family, support departments, etc., to adequately plan for the patient’s care.
J. Material and equipment used: Patient care equipment.
K. Hazardous exposure category: see addendum page.
L. Age specific requirements: Demonstrates the ability to work with patients in the group specific to the environment of care as necessary. Depending on the environment of care, the following age group are considered:
   - infancy ( birth to 12months )
- toddler (1-4 years)
- preschool (4-6 years)
- school age (6-12 years)
- adolescence (12-18 years)
- early adult (18-44 years)
- middle adult (44-59 years)
- late adult (60 years and beyond)

M. Physical requirements: see addendum.
Working Environment

Hazardous Exposure Category: Place an “X” in the appropriate category:

I. __X__ Inherent potential for contact with blood, body fluids or tissues. Appropriate protective measures are required for every employee engaged in Category I tasks.

II. ______ No exposure to blood, body fluids, or tissues, but potential for exposure in usual work. Employees performing Category II tasks don’t need to wear protective equipment, but they should be prepared to put on protective equipment on short notice.

III. ______ Involves no exposure to blood, body fluids, or tissues, although situations can be hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.

Physical Requirements: Lifting Requirements - Place an “X” in the appropriate category:

____ Sedentary work - Exerting up to 10 pounds of force occasionally and / or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

____ Light work - Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements exceed those for sedentary work.

__X__ Medium work - Exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements exceed those for light work.

____ Heavy work - Exerting 50 to 100 pounds of force occasionally, and/or 25-50 pounds of force constantly to move objects. Physical demand requirements exceed those for medium work.

____ Very heavy work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements exceed those for heavy work.

Physical Requirements & Frequency - Place an “X” in each box that is appropriate to the role:

Never= 0%  Occasionally= 1-33% , per shift  Frequently = 34-66%, per shift  Constantly = 67-100%, per shift

<table>
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<th>To be moved: include weight of object and distance carried.</th>
<th>Description of movement: lift, lower, push, pull, carry, reach above.</th>
<th>N</th>
<th>O</th>
<th>F</th>
<th>C</th>
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<tbody>
<tr>
<td>Patients:</td>
<td>Lift, lower, push, pull, carry, reach above</td>
<td>X</td>
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<tr>
<td>Supplies:</td>
<td>Lift, lower, push, pull, carry, reach above</td>
<td>X</td>
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<tr>
<td>Equipment</td>
<td>Lift, lower, push, pull, carry, reach above</td>
<td>X</td>
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Physical Surroundings

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<tr>
<th>Physical Surroundings</th>
<th>N</th>
<th>O</th>
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<tbody>
<tr>
<td>Cold (50 degrees F or less)</td>
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<tr>
<td>Heat (90 degrees F or more)</td>
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<tr>
<td>Dampness</td>
<td>X</td>
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<tr>
<td>Inside work</td>
<td>X</td>
<td>Radiation</td>
<td>X</td>
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<tr>
<td>Outside work</td>
<td>X</td>
<td>Other</td>
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<td>Walking Surface</td>
<td>X</td>
<td>Vibration</td>
<td>X</td>
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<tr>
<td>Heights</td>
<td>X</td>
<td>Noise</td>
<td>X</td>
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I have read and understand the above Job Description and Working Environment Description Page.

Associate Signature____________________________________ Date_______________________________