

## Director of Nursing

Blackstone Valley Community Healthcare (BVCHC) is an FQHC with 6 locations (and growing!) throughout Pawtucket and Central Falls, Rhode Island. We take great pride in providing a full range of medical, dental, and behavioral health services and employ state of the art approaches designed to provide the best care for our patients and to best improve the health of our communities.

As health care evolves towards more and more efficient team-based and collaborative care, our nurses continue to play an incredibly important role in providing such care. Our Director of Nursing plays an important role in evolving the partnership between clinicians and nurses as we collectively transform primary care through relationship management, process improvement and development, and maintaining our level-3 patient centered medical home distinction.

## General Responsibilities

- Responsible for the management of clinical care and clinical support services
- Participates in process improvement and development within the organization
- Oversees efforts to ensure that clinical department functions are managed within budget and defined goals
- Responsible for medication management, ordering and storage
- Oversees Vaccine Management Program (e.g., inventory, cold-chain, VAERS Reporting, staff education. etc)
- Responsible for incident report tracking, trending and risk reporting for the necessary follow-up..
- Assists the Chief Medical Officer and Quality Director in development of appropriate quality improvement programs and monitoring project outcomes
- Assists with NCQA submission to maintain medical home recognition
- Oversees The Joint Commission readiness and response
- Reviews analyses of activities, costs, operations, and forecast data to determine department progress toward stated goals and objectives:
  - Monitors patient care services insuring they meet organizational guidelines and patient needs
  - Provides oversight and direction for all projects related to clinical products and services
  - Identifies work related problems/risks and provides recommendations for correction
  - Responsible for required corrective action, coaching and development of direct reporting staff
  - Assist with the coordination of internal and external training of staff based on identified needs.
  - Responsible for annual performance evaluations of direct reporting staff
- Represents organization as liaison to Title X, Immunization Collaborative, Emergency Preparedness,
- Responsible for the implementation and documentation of state/government funding programs including but not limited to Title X, Women's Cancer Screening, etc.
- Develops departmental strategic operational planning including staffing and fiscal management
- Partner with Human Resources to support training and development of MA's and RN's
- Work with Human Resources to carry out supervisory responsibilities, including but not limited to handling employee relations, developing RN's and NCM's, interviewing, hiring, directing work, and performance appraisals
- Represents the organization with a positive, professional attitude when communicating with patients and visitors of the health center
- Follows the organization's policies regarding dress code and personal appearance at all times
- Works well with others and has the ability to discuss in a professional manner issues that come up with staff
- Other duties may be assigned

## **SUPERVISORY RESPONSIBILITIES**

Registered Nurses, Nurse Care Managers

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION, EXPERIENCE, & SKILLS**

Licensed RN in RI

Master's level degree preferred

At least five years clinical experience

At least five years' experience in healthcare clinic or hospital administration

Extensive knowledge of healthcare operations and general management principles and techniques

## **LANGUAGE SKILLS**

Bilingual preferred

Cultural sensitivity necessary to work with a diverse patient and staff population