



POSITION NUMBER: 12797

UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION

TITLE: Nurse Manager
Regular Full-time

Primarily Day Shift
Primarily Monday - Friday

MIN. REQUIREMENTS: Graduation from a four year college or university with a bachelor's degree in nursing or eligibility for enrollment in the RN to MSN program at the University of South Alabama, four years professional nursing experience with an equivalence of 2 years supervisory and/or charge nurse experience; and licensure with the state of Alabama as a registered nurse. MSN preferred.

ESSENTIAL FUNCTIONS: Holds twenty-four hour accountability for the operation of the department. Utilizes all available resources to assure effective performance of the department. Provides appropriate staffing levels and skill mix to support departmental functions. Performs personnel functions for the department, i.e., recruitment, hiring, disciplinary actions, evaluations, counseling and education and follows university and hospital policies related to personnel functions. Documents all personnel actions appropriately. Supports all personnel as valuable assets to the institution. Demonstrates strong interpersonal skills, coaches and mentors staff. Develops an annual budget that meets the department needs within the framework of available resources. Coordinates with other department heads for effective resource use. Monitors budgetary expense and revenues, identifies variances and adjusts spending accordingly. Utilizes cost effective practices in performing all aspects of the job. Evaluates and recommends space allocation and design for the needs of the department. Develops, implements and updates policies and procedures in a collaborative and interdepartmental process according to JCAHO and hospital standards. Prepares and reviews bids, systems of acquisition, distribution and use of supplies, materials and equipment. Supports the mission of the University of South Alabama by translating and incorporating institutional mission, vision and values to staff and others. Provide an environment that is supportive of medical, nursing and allied health students. Serves as professional role model for all staff. Utilizes a computer and appropriate software to generate reports and correspondence both written and electronic. Abides by and enforces all compliance requirements and policies and performs these responsibilities in an ethical manner consistent with the organization's values. Facilitates staff participation in in-services and educational offerings to learn new skills and for continued development. Assures personnel are competent to carry out their essential functions and that competency skills are competed annually. Monitors work performance of staff. Completes evaluations in a timely manner according to policy. Develops a plan of action for employees who are below satisfactory in their evaluation and completes re-evaluation in the appropriate time frame. Participates in the strategic planning activities for the department and institution's overall plan. Translates the department or institution strategic plan to staff, ensuring support of the plan, and modifying the plan in response to changing internal and external factors. Assumes accountability for current standards established by profession, regulatory and governmental agencies. Determines, translates, and implements relevant standards and promotes departmental compliance. Maintains standards of practice consistent with current research findings. Adheres to current Infection Control and Safety Standards. Facilitates cooperative and collaborative relationships among disciplines/departments to assure effective delivery of services to support quality patient care. Encourages and participates in planning and program development to facilitate the effective delivery of services that supports quality patient care. Communicates with physicians, patients, families and healthcare team in person and via telephone. Responds to overhead pages and beeper in a timely manner. Develops and maintains a performance improvement program for department utilizing the ICARE methodology. Performs those functions for which they are licensed. Regular and prompt attendance and the ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 4:30 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama Children's and Women's Hospital
1700 Center Street
Mobile, Alabama 36604
jobsusacw@usouthal.edu

LOCATION: USA Children's and Women's Hospital
Mother Baby

OPEN AS OF: December 7, 2007

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