



POSITION NUMBER: 6402

**UNIVERSITY OF SOUTH ALABAMA  
HUMAN RESOURCES  
ANNOUNCEMENT OF VACANT POSITION**

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**TITLE:** Chief of Nursing Services, MCI  
Regular/Full-time

Monday – Friday  
8:00 a.m. – 5:00 p.m.

**MINIMUM REQUIREMENTS:** A bachelor's degree in nursing from an accredited institution as approved and accepted by the University of South Alabama, five years of professional nursing experience, three of which were in a managerial or supervisory capacity, and licensure with the state of Alabama as a registered nurse. Current chemotherapy and oncology nursing certifications are required. BCLS/ACLS certification is preferred. MSN is preferred.

**ESSENTIAL FUNCTIONS:** Hires, supervises, disciplines and terminates professional nursing staff, licensed practical nurses, phlebotomists, and medical assistants; develops budgets for each multidisciplinary clinic and the prevention clinic; has budgetary authority for managing and approving expenses within areas of supervisory responsibility; establishes rapport and professional working relationships with physicians, nurses, pharmacists, laboratory technologists, social workers, patient navigators, and other departmental personnel, maintaining effective inter-departmental communications; acts as a role model by providing direction in the application of the nursing process, process improvement standards, and organizational goals and objectives; anticipates and plans for new or changing processes in a timely fashion; conducts meetings with employees, referral sources and other disciplines to provide/obtain information and resolve problems; demonstrates expert clinical knowledge of patient care based on established theories; anticipates/directs and coordinates educational programs for the Center's clinical personnel; communicates and benchmarks with outside agencies in order to assess and improve internal practices; prepares reports as deemed appropriate for internal needs and external requirements; responds and provides direction during difficult situations; constantly reads and utilizes resources available to educate self on changes in oncology nursing; establishes and enforces nursing standards of practice and care delivery for the Mitchell Cancer Institute; creates and/or revises Nursing and other policies and procedures related to Nursing area; reviews incident reports involving patients, visitors and staff to assure proper care and processing; participates in all activities regarding accreditation and certification; participates in product evaluation activities by testing new products; performs duties of a staff RN as required by patient load/acuity; observes workflow and functionality of each area of nursing; analyzes trends and researches, develops, and implements process improvement where needed; uses clinical information provided by physicians to write protocols for nursing area; creates chemotherapy administration protocols with inter-departmental consideration; monitors and updates protocols as needed; audits records for accuracy, quality, and thoroughness of documentation; counsels and provides guidance with regard to personnel issues; empowers others by sharing responsibility, encourages commitment, ownership and teamwork; ensures that employee requirements including certifications and licenses are kept current; completes performance evaluations and reviews with staff on a timely basis; holds employees accountable for meeting the requirements of their job and standards of the Center; provides monthly activity reports as appropriate; ensures accuracy of timekeeping documents and approves same; performs all duties inherent in a managerial role including participation in special projects; actively participates and represents USA-MCI in state and national oncology nursing organizations and committees; regular and prompt attendance; 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. – 5:00 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  
USA Technology & Research Park Bldg III, Suite 2200  
307 University Blvd N.  
Mobile, Alabama 36688-0002  
[jobscampus@usouthal.edu](mailto:jobscampus@usouthal.edu)

**LOCATION:** Mitchell Cancer Institute  
Mitchell Cancer Institute

**OPEN AS OF:** April 30, 2008

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