General Description:

Administratively responsible for ensuring the quality of patient care, supervision of delivery of nursing care and functions as a member of an interdisciplinary team at

Parnassus Site
-Radiology Department( 1 ANI, 1, 1 CN III, 8 CN II, 1 HA II)

Mt Zion Site
-Radiology Department( 1 CN II)
-Cardiac Cath. Lab( 2 CN II, 1 HA, 1Echo Tech)
-Cardiac Fitness (1 AN1, 2 rec therapist)

Functions as a liaison to Nursing Administration and other departments(i.e. Quality Assurance, Pharmacy, Medicine, Surgery); serves as a role model for professional nursing practice; responsible for the administration of personnel, fiscal and material resources at the Parnassus and Mt Zion sites.

Minimum Qualifications

Current licensure as a Registered Nurse in the state of California as well as appropriate education and clinical experience. This position requires an appointment of 100%.

Responsibility / Accountability

Responsible for maintaining the knowledge and abilities essential to the performance of stated behaviors. Accountable to the Administrative Director of the Radiology Department.

1. Quality of Care

A. Demonstrate knowledge and skill in care of patients undergoing a wide variety of radiologic procedures.

B. Integrates theoretic and practical knowledge into patient care delivery.

C. Utilizes advanced clinical skill to meet the physical, psychological and teaching needs of patients.

D. Establishes standards of practice specific to his / her unit in collaboration with nursing staff, physicians and other appropriate resources and evaluates compliance.

E. Evaluates the nursing care delivery system utilizing a variety of techniques such as consultation with patients and health care providers, evaluation of patient.
F. Evaluates the quality of patient care in relation to the achievement of expected clinical outcomes, efficient use of resources and perceived satisfaction of patients / family.

G. Fosters a climate conducive to utilizing and participating in research within a university setting.

II  Administrative Management

A. Maintains personnel and other direct expenses within unit budgetary expectations. Monitors monthly Material Services and Pharmacy reports for appropriateness.

B. Develops and implements cost containment strategies; educates unit personnel on their role in controlling costs.

C. Utilizes current management data to develop staffing patterns which provide or efficient and effective care for all patients under care in department.

D. Organizes and coordinates the daily clinical nursing activities; assesses the needs of specific areas and maintains an overall view of the clinical nursing requirements in the radiology department.

E. Develops unit staffing patterns and time scheduling practices which:
   1. Facilitate the delivery of consistent and efficient nursing care.
   2. Comply with budgetary (constraints) and applicable policies.
   3. Support nursing staff orientation and / or development.

F. Develops and maintains effective relationships with hospital departments providing support services. Monitors service provided and collaborates in developing methods to improve utilization and efficiency.

G. Promotes a physical environment conducive to the delivery of safe and effective patient care. Established mechanisms for maintaining patient care delivery while facilitating routine maintenance, renovation and equipment repair.

H. Fosters a collegial environment in which sharing of expertise with other professionals is encouraged. Facilitates the observation or clinical experience of guests and students with the radiology department.

III  Communication

A. Demonstrates effective use of verbal non-verbal and written communication skills.
B. Establishes and maintains effective formalized communication systems for information sharing, planning and problem solving with unit staff, department director, section heads and nursing administration liaison.

C. Assures that all nursing personnel receive departmental and institutional communication as appropriate.

D. Identifies problems / issues affecting daily operations and makes recommendations toward resolution.

IV Personnel Management

A. In accordance with current university employment practices the Head Nurse:

1. Interviews and employs nursing section personnel.
2. Supervises and evaluates nursing personnel performance.
3. Implements corrective action, as appropriate.

B. Counsels and encourages staff in the pursuit of individual career goals.

C. Develops, coordinates and annually evaluates the unit based orientation programs for all levels of personnel.

D. Monitors the progress of new employees throughout the orientation phase and assists individualizing the program as needed.

E. Develops and implements plans to meet staff learning needs in collaboration with appropriate resources.

F. Works with and provides opportunities for the unit leadership group to develop advanced clinical and leadership skills.

V Professionalism

A. Assumes responsibility for own professional development and practice. Develops annual plan to maintain and expand clinical and managerial competency.

B. Participates in divisional, departmental, hospital and / or University committees.

C. Utilizes direct patient care experiences to maintain clinical knowledge and skill, and to evaluate the quality of care, personnel and administrative functioning of unit.
D. Participates in the development and implementation of unit, divisional and departmental goals and objectives.

E. Supports the goals, values, philosophies and objectives of the Medical Center and maintains compliance with the standards for service excellence.

F. Supports and participates in activities mandated by JCAH/Title 22.

G. Acts as a role model for other staff regarding current developments in nursing and in radiology.
ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

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