Appendix A Sample Job Descriptions for a Coordinator/Manager

#1

POSITION TITLE: Manager Parish Nurse Program

GENERAL DESCRIPTION:

This position provides for the administration and expansion of the Parish Nurse Program through which a dynamic, innovative, educational, healing and non-invasive health care ministry can take place through a partnership between (sponsoring institution) and area congregations.

MINIMUM QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE: Registered Nurse currently licensed in the States of Illinois and Iowa. Master level education and teaching experience. A minimum of 5 years experience in nursing with management experience and active involvement within a church and its structure.

KNOWLEDGE, ABILITIES & SKILLS: Requires management skills, knowledge of nursing care, curriculum development, teaching experience, and faith experience. Ability to problem solve, plan, organize, and direct activities of the Parish Nurse Program. Communicates effectively orally and in writing. Presents self well to others.

LICENSES, REGISTRATIONS AND CERTIFICATIONS: RN currently licensed in the States of Illinois and Iowa.

JOB RELATIONSHIPS:

RESPONSIBLE TO: Director, Pastoral Care (or equivalent supervisory department)

WORKERS SUPERVISED: Parish Nurses in various congregations, the Program Assistant and supportive staff.

INTER-RELATIONSHIPS: Works closely with persons in Pastoral Care department, hospital personnel, pastors, physicians, members of various congregations, denominational leaders, and persons within the respective corporate structure.

JOB DUTIES:

POSITION DUTIES/RESPONSIBILITIES: Demonstrates competence in the skills necessary to carry out assigned duties as identified below. Reflects demonstrated performance as defined by the Performance Rating Scale.

- A. Supervises operation of the Parish Nurse Program
 - Develops and updates the program's mission statement, philosophy, goals, Standards of Practice, policies, and procedures
 - 2. Oversees and serves as a faculty member for parish nurse orientation course; develops and updates orientation curriculum
 - 3. Provides support to parish nurses
 - a. Identifies continuing education needs and schedules appropriate programs
 - b. Coordinates agenda and provides leadership for monthly sharing groups
 - c. Meets with individual parish nurses as needed
 - 4. Assumes responsibility for issuing and renewing the agreements between (sponsoring institution) and affiliated churches as well as agreements with parish nurses
 - 5. Oversees program development
 - a. Initiates promotional articles, brochures, and presentations about parish nursing, the Parish Nurse Program, and wholistic health concepts
 - b. Establishes guidelines for program growth that support the mission and strategic plan of *(sponsoring institution)* and responds to identified community needs
 - c. Coordinates recruitment of churches and selection process for parish nurses
 - 6. Prepares agenda and chairs meeting of the Steering Committee
- B. Evaluates the Parish Nurse Program and implements changes as appropriate
 - 1. Coordinates annual performance evaluations for parish nurses and goal-setting for the coming year
 - 2. Coordinates site visits to affiliated churches
 - 3. Provides opportunities for feedback related to various program components
 - 4. Monitors monthly reports of parish nurses' activities
 - 5. Assesses changes in the health care delivery system and implications for parish nursing practice
 - 6. Investigates and responds appropriately to complaints and unusual occurrences according to policy
- C. Communicates pertinent information
 - 1. Advises parish nurses of new policies, procedures, continuing education opportunities, resources, etc.
 - 2. Communicates appropriate information to administration, steering committee, congregations, clergy, other departments in (sponsoring institution), medical staff and community agencies

- D. Demonstrates effective department management/supervision of staff
- E. Maintains continuous quality improvement/regulatory agencies' standards
- F. Promotes positive Medical Staff relations

FINANCIAL PERFORMANCE:

- A. Demonstrates innovation in the development and implementation of cost reduction strategies
- B. Demonstrates management of financial resources to meet or exceed flexible budget expectations
- C. Actively seeks and identifies strategies or sources of revenue enhancement
- D. Demonstrates innovation in the delivery of quality services

LEADERSHIP: Reflects the commitment to and demonstration of positive and proactive leadership by consistently meeting or exceeding these expectations while performing the responsibilities of this position.

A. Judgment Needs

- 1. Demonstrates positive and proactive leadership discretion
- 2. Demonstrates ability to make quality decisions
- 3. Demonstrates professional conduct and behavior
- 4. Uses appropriate resources in decision making

B. Decisiveness

- 1. Demonstrates the ability to measure and balance risk/outcome
- 2. Demonstrates readiness to make decisions
- 3. Demonstrates confidence and poise in decision-making
- 4. Demonstrates willingness to commit/take action
- 5. Collaborates with other relevant personnel in decision making process

C. Sensitivity

- 1. Demonstrates compassion in dealing with others while maintaining the appropriate management/leadership focus
- 2. Demonstrates understanding of others' needs and expectations and has the ability to take appropriate action on these insights
- 3. Fosters communication and coordination among individuals and departments

D. Development of Staff

1. Provides for orientation, in-service training, and continuing education of all persons in the department

- 2. Creates an environment to nurture and stimulate the professional growth and development of staff
- 3. Ensures that the competence of all staff members is assessed, maintained, demonstrated and improved continually
- 4. Actively seeks opportunities to provide staff with new challenges directed at enhancing skill levels or to enhance career development
- 5. Coaches employees as a means of training and development by communicating performance expectations, providing regular feedback, and completing performance appraisals by the due date.
- 6. Demonstrates a true commitment of acting as a resource in the development of successful employees

E. Credibility

- 1. Clearly communicates and quantifies expectations
- 2. Provides timely and consistent feedback

F. Delegation

- 1. Utilizes delegation to enhance employee skill development
- 2. Delegates tasks to the appropriate level of staff. Provides clear instructions and responsibilities

G. Planning/Organization

- 1. Involves staff in planning process to attain valuable input and to assure positive outcomes
- 2. Establishes performance improvement priorities; identifies process for adjusting priorities in response to unusual or urgent events
- 3. Develops and implements a plan of operation which is consistent with the Health System mission
- 4. Develops and implements policies and procedures to guide and support the provision of services

H. Problem Analysis

1. Ability to analyze and resolve existing/potential problems

I. Role Model

- 1. Acts as a role model in demonstrating leadership of organizational values of Excellence, Flexibility, Integrity, Responsiveness, Service, and Teamwork
- 2. Demonstrates leadership required to successfully lead staff through change and to successful outcomes

CORPORATE INTEGRITY PLAN: Consistently demonstrates support of the Corporate Integrity Plan in the performance of job duties and responsibilities

A. Develops and maintains knowledge of current rules, regulations, policies, and statutes that affect his/her job

	Monitors his/her work area to ensure corporate integrity issues are identified and addressed Reports Corporate Integrity Plan compliance issues in an appropriate and timely manner
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#2 Sample:

Job Title: Coordinator of Parish Nursing Programs

Reporting Relationship: Reports to a manager or director

Purpose: This position provides consultation, networking, theological reflection opportunities and continuing education to parish nurses within a designated geographic area. Additional responsibilities include development and administration of a documentation system that meets the requirements of the state nurse practice act and the scope and standards of parish nursing practice.

Accountabilities and Job Activities:

- I. Clinical Consultation
 - A. Contributes to the development of an infrastructure to support the administration of the parish nurse program
 - 1. Philosophy
 - 2. Mission
 - 3. Vision
 - 4. Program goals
 - 5. System for providing theological reflection
 - 6. Organizational chart
 - 7. Practice standards
 - 8. Policies and procedures
 - 9. Written agreements
 - B. Participates in the establishment of an advisory committee and faculty for the parish nurse program that creates resources for the parish nurse program and parish nurses
 - C. Participates in the development and implementation of a plan for integrating the parish nurses into the institution's continuum of care
 - D. Consults with clergy of parish nurse congregations to assist in the evaluation of the parish nurse and parish nurse program

II. Community Relationships

- A. Works with units within the health care institution to create linkages with constituencies in the community with the intention of creating relationships which will foster cost effective utilization of health care resources
- B. Represents the health care institution at congregational events in the community
- C. Encourages the development of parish nurse programs through local congregations

III. Education and Research

- A. Participates in the orientation and mentoring of parish nurses and clergy
- B. Chairs the parish nurse faculty that has responsibility for the development, implementation and evaluation of the parish nurse curriculum for in-services, mentoring and continuing education
- C. Participates in insuring opportunities for theological reflection for the parish nurses
- D. Participates in parish nurse research

IV. Program Administration

- A. Promotes the concept of the ministry of parish nursing practice within congregations
- B. Assists congregations in the development of a new parish nurse program
- C. Participates in the selection of congregations and parish nurses that will serve these congregations
- D. Participates in the annual evaluation of the parish nurse
- E. Submits program reports on a quarterly basis identifying the activities that have occurred in that quarter. These reports are summarized into an annual report at the end of the fiscal year

V. Grant Administration

- A. Participates in the development of grants for the parish nurse network
- B. Maintains records of the grant activities for use in submitting reports to the granting agency
- C. Assists in the management of grant funds in accordance with the stipulations of the grant
- D. Collaborates in the publication and presentation of information regarding the content and outcome of the grant

VI. Professional Development

- A. Serves on health care system and community committees
- B. Assumes responsibility for professional as well as spiritual growth and development

VII. Suggested Job Requirements

- A. Seven years clinical experience
- B. Two years experience as a parish nurse

- C. Teaching skills
- D. Excellent communication skills
- E. Sensitivity to the dynamics and belief system of a local faith community
- F. Knowledge of the organizational structure and policies of a health care institution
- G. Appreciation of whole person health and the congregation as a place of health and healing
- H. Spiritual maturity

VIII. Education and Experience

- A. Graduation from an accredited school of nursing
- B. Current license as a registered nurse
- C. Master's degree, preferably in nursing

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