



## **JOB DESCRIPTION**

**Job Title:** Critical Access Hospital Director

**Department:** Nursing

**Reports To:** Administrator

### **Position Summary:**

The CAH Director is responsible for creating an environment of patient-focused quality care and teamwork, training new staff and providing leadership to our hospital nursing team.

### **Qualifications and Requirements:**

1. License and Certifications Required:
  - Must be a Registered Nurse in good standing and currently licensed by the State of North Dakota
  - American Heart Association BLS certification
  - ACLS, PALS, and TNCC certifications
2. Educational Requirements:
  - Graduate of an accredited school of nursing
  - Bachelor's degree in Nursing preferred
  - Must be able to read, write, understand, and communicate in English and specifically be able to understand and instruct nursing services personnel and follow written and oral directions.
3. Experience Requirements:
  - Hospital experience preferred
  - Supervisory experience preferred
4. Special Skills or Training:
  - Excellent interpersonal, written and verbal communication skills
  - Able to work efficiently under time constraints
  - Strong leadership skills and ability to work collaboratively with a team
  - Able to handle multiple assignments simultaneously
5. Physical Requirements:
  - Lifting: up to 80 pounds
  - Standing: 7 or more hours per shift
  - Walking: 7 or more hours per shift
  - Reaching: 5 or more hours per shift
  - Grasping: 7 or more hours per shift
  - Hand Coordination: 7 or more hours per shift
  - Pushing & Pulling: 6 or more hours per shift
  - Ability to Distinguish Smells, Tastes, and Temperatures
  - Ability to See Call Lights and Hear and Respond to Pages
  - Ability to Remain Calm Under Stress

### **Essential Duties and Responsibilities:**

1. Ensure continual delivery of high quality nursing care.
2. Adopt and implement innovative nursing practices to improve our facility.

3. Help in recruiting, select and guide nursing staff.
4. Ensure that nursing staff remains in compliance with professional development and regulatory standards.
5. Maintain a healthy, collaborative team environment.
6. Mentor new nurses.
7. Make sure all hospital nursing employees scheduled have current licenses, certifications, and training.
8. Establish standards of nursing care for the unit for approval by the DON, applying evidence-based standards and health care research.
9. Monitor patient care to ensure it meets the facility's standards.
10. Review patient records to analyze the effectiveness and efficiency of the care provided by the unit.
11. Consult physician or DON if there are any questions or concerns about a patient's care.
12. Address any questions or complaints brought forward by patients or their families in conjunction with the DON.
13. Ensure the department is well-stocked with medical supplies and equipment.
14. Assist in creating training and staff development programs.
15. Direct, manage and oversee sleep labs.
16. Represent the unit's interests if the staff has questions or concerns, if there are recommendations concerning changes or improvements or decisions under consideration by the facility's leadership,
17. Report all accidents and incidents appropriately.
18. Know and comply with Patients'/Residents' Rights rules and promptly report patient/resident/family complaints appropriately.
19. Ensure patients are free from abuse, mistreatment and neglect. Report any such instance appropriately.
19. Attend and participate in orientation, unit/facility training, mandatory education, in-services, staff meetings, and education courses as instructed to further improve knowledge and skills. ICS?
20. Maintain patient confidentiality.
21. Demonstrate adaptability to changes in technology and in the healthcare environment.
22. Demonstrate strong commitment to customer service.
23. Treat Patients, Residents, Visitors and Co-workers with kindness, dignity and respect at all times.
24. Have a positive attitude; be willing to accept change; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor and administration, showing respect at all times; speak well of company and job.
25. Lack of absences and tardiness; request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks; willingly come in when called.
26. Follow company dress code.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

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Date