

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Nurse Leader for Clinical Affairs Adult Care Nursing & Perioperative Nursing		
Work Location	Hospital		
Reports to:	Director of Nursing		
Dotted Line Report to:	-	Division:	Nursing
Grade:	17	Department / Department Code:	Clinical Affairs Adult Care Nursing & Perioperative Nursing
Job Code:		Section/Unit:	
Approval Date		Renewal Date	

2. JOB OBJECTIVE

To lead and work within the practice nursing team, ensuring a high quality of nursing service is provided to internal and external customers of SGH Hospitals.

3. JOB DIMENSIONS

Number of staffs supervised:	Direct Reports:	
	Indirect Reports:	
	Total:	

4. KEY ACCOUNTABILITIES

Description

Corporate Strategy:

- Contribute to the development of annual business plans for the assigned areas of responsibility to support the achievement of financial and strategic objectives.
- Contribute to the development and execution of the section' short to mid-term plans to ensure alignment with the function's strategic priorities, and the corporate goals.
- Contribute to the development of action plans to promote person centred care in your area.

Organization Structure, Manpower Planning and Budgeting:

- Contribute to the development of the department's budget in alignment to the respective annual business plan.

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Policies, Systems, Processes & Procedures:

- Supervise the implementation of sectional policies, systems, processes, procedures and internal controls covering the assigned areas of the division so that all relevant procedural /legislative requirements are fulfilled while delivering a quality, cost-effective service in a consistent manner.
- Identify potential areas of improvement, to support an efficient and effective operation and contribute towards the continuous improvement of existing policies, processes and procedures by collating inputs from team, identifying and recommending improvements.
- Ensure compliance with bylaws, rules, and regulations adopted by the Kingdom of Saudi Arabia and by SGH.

Patient Care:

- Ensure patients have information regarding the immediate and long-term financial implications of treatment choices.
- Lead the unit and plan, organize, coordinate and direct activities for the unit, ensuring an ongoing evaluation for the quality and appropriateness of nursing care and provide counsel and guidance to nursing personnel on professional issues.
- Maintain and demonstrate clinical knowledge in aspects of care provided to patient and act as a resource to the unit staff members in the specific unit.
- Ensure patient's needs are met through effective assignments and work schedules which best utilize the nursing staff experience and qualifications and prioritize work schedules to meet the needs of the patients.
- Ensure that Clinical Affairs Adult Care Nursing & Perioperative Nursing in the unit reflects the patient's needs and demonstrates evidence-based nursing practice.
- Initiate prompt nursing intervention based on changes in the patient's condition.
- Ensure the involvement of patient, family /significant others in the patients care and maintain patient's privacy and confidentiality of information and records at all times.
- Anticipate, recognize and manage emergencies and unsafe situations/practices and initiate appropriate and timely interventions.
- Ensure that documentation of patient care is done in accordance with SGH Hospital nursing standard, policies and procedures.
- Write, review and implement evidence-based policies, procedure and standards, evaluating their effectiveness in accordance with established programs of supervision and evaluation, giving guidance as needed.
- Secure the necessary supplies and equipment to facilitate smooth running of the Clinical Affairs Adult Care Nursing & Perioperative Nursing department.
- Develop clinical indicators and performance indicators in monitoring clinical practices and standards within the department in collaboration with the Director of Nursing.
- Participate in continuous quality improvement and accreditation initiatives, in-service education programs, unit meetings, and committee functions as assigned.
- Assess quality of nursing practices and patient care through data and provide feedback and directions to improve outcomes.
- Actively work to always ensure a patient satisfaction-oriented environment and participate in patient and family education activities.
- Act as a role model and contribute to an environment where professional collaboration is fostered through mutual respect and understanding.
- Collaborate with physicians and all other disciplines at all levels in the development, implementation and evaluation of programs and services.
- Monitor practices of staff to ensure function within scope of practice and professional standards of practice
- Evaluate nursing personnel performance based on professional practice, standards, relevant statistics and regulations, and organizational criteria.

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Safety, Quality & Environment

- Ensure the application of patient safety, quality and environmental management policies, patient and family right policies, procedures and controls to ensure patient safety, legislative compliance, delivery of high-quality products/service and a responsible environmental attitude.
- Enhance and Manage person-centered care behavioural expectations in order to comply with SGH values.
- Abide by CARE communication and service standards when interacting with other staff members or with patients and families.

Reporting

- Ensure preparation of reports in a timely and accurate manner to meet the departmental requirements, policies and standards.
- Responsible for confidentiality of information that they access to or came across during their employment at SGH.

People Management:

- Manage the activities and work performed by direct reports to ensure that it is carried out in an efficient and effective manner, in line with the annual business plans, and departmental policies and procedures.
- Recommend training and development interventions for the section team members to build their capabilities.
- Contribute to the academic and training activities in the hospital in addition to your duties and responsibilities.
- Educate staff on patient experience survey questions, KPIs and targets for your area.
- Observe individual staff members and evaluate demonstration of CARE communication and service standards.
- Manage the effective achievement of objectives through setting individual objectives, managing performance, developing staff and providing formal and informal feedback in order to maximise overall performance and team motivation.

General Responsibilities

- Maintain professional growth and development to keep abreast of the latest trend of work scope.
- Attend CARE training sessions and other trainings as required.
- Provide solutions to meet and exceed patient's expectations.

Related Assignment

- Perform other related duties or assignments as directed by the Department Head.
- Participate in hospital committee, task-force meetings and other meetings as required.

5. COMMUNICATIONS & WORKING RELATIONSHIPS

Internal:	<ul style="list-style-type: none"> • Nursing division • SGH department and branches
External:	<ul style="list-style-type: none"> • Service Providers • Patient, Families and Patient attendants

6. QUALIFICATIONS AND EXPERIENCE

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Entry Qualification	Specialization	Minimum Experience
PhD		NA
Masters	Masters in Nursing/ Healthcare Management	6-8 years
Bachelor	Bachelor of Science in Nursing	8-10 years
Diploma		NA
High School		NA

Other Specifications (Please mention mandatory/preferred certifications, licenses and registration required for this position):

- Registered Nurse (RN) license required
- All Qualification must be accredited by SCFHS
- Classified by Saudi Council as Specialists
- Required to be subject matter experts in Nursing

7. COMPETENCIES

Core*	Level 1	Level 2	Level 3	Level 4
Collaborates		Advanced		
Ensures Accountability		Advanced		
Plans and aligns		Advanced		
Drives Results		Advanced		
Customer Focus		Advanced		
Decision Quality	Advanced			
Manages Conflict	Advanced			
Strategic Mindset	Advanced			
Technical*		Level 1	Level 2	Level 3

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8. VERIFICATION

The position holder and hiring manager have read and discussed the job description and agree that it accurately describes the position.

Position Holder	Line Manager	Corporate Organization Development
NAME:-	NAME:-	NAME:-
ID:-	ID:-	ID:-
Date	Date	Date
SIGNITURE	SIGNITURE	SIGNITURE