

# JOB DESCRIPTION

## 1. JOB DETAILS

<b>Job Title:</b>	Nurse Administrator		
<b>Work Location</b>	Hospital		
<b>Reports to:</b>	Director of Nursing		
<b>Dotted Line Report to:</b>	-	<b>Division:</b>	Nursing
<b>Grade:</b>	16	<b>Department / Department Code:</b>	
<b>Job Code:</b>		<b>Section/Unit:</b>	
<b>Approval Date</b>		<b>Renewal Date</b>	

## 2. JOB OBJECTIVE

Coordinates and organizes nursing personnel and other resources to meet the patient care functions of the organization in a cost-effective manner. Collaborates to provide crisis management, interpret policy and procedure, and assure timely and effective communication and collaboration between individuals and departments. The Nurse Administrator represents the hospital leadership across all settings on a on a day-to-day/weekend/holidays basis to ensure the smooth operation of the Hospital.

## 3. JOB DIMENSIONS

<b>Number of staffs supervised:</b>	<b>Direct Reports:</b>	0
	<b>Indirect Reports:</b>	0
	<b>Total:</b>	0

## 4. KEY ACCOUNTABILITIES

### Description

#### Leadership:

- Anticipate, recognize and manage emergencies and unsafe situations/practices and initiate appropriate and timely interventions.
- Provide direction and assistance in significant events by anticipating needs, analyzing situations, and ensuring availability of resources.
- Coordinate and communicate with Nursing Administration concerning all related issues and keep the Director of Nursing informed of departmental activities, needs, and problems.
- Communicate effectively at all levels; role modeling a professional approach in all situations, even when faced with disagreement or conflict.

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- Promote a positive work environment by building trust and strengthening relationships among staff and between units.
- Provide education, guidance, and assistance with the implementation of standards of care and practice.
- Resolve issues and grievances and make independent decisions as required.
- Monitor compliance for accurate/timely reporting and documentation of patient care activities.
- Participate in hospital committees, task-force meetings and other meetings as required.

### Operational Management:

- Assure the safety and quality of patient care by allocating and redirecting resources; considering care demands related to acuity, patient and unit requirements, and staff skill mix.
- Adjust staffing schedules as needed for adequate coverage in normal and crisis situations.
- Manage time and resources efficiently to maximize productivity and avoid unnecessary personnel expenditures.
- Collaborate with Nurse Leaders and Nurse Managers in determining staffing requirements and taking action to ensure appropriate staffing levels.
- Coordinate the routine flow of scheduled, direct, and emergency patient admissions to efficiently place patients in the appropriate care location, maximize capacity, and improve satisfaction of patients, families, and the entire interprofessional team.
- Identify potential areas for improvement by collating input from the team.
- Ensure availability and maintenance of supplies and equipment to meet patient care needs.

### Clinical Practice:

- Monitor and evaluate the provision of nursing care by conducting frequent rounds in all nursing areas, investigating and assessing needs and problems.
- Evaluate nursing care by checking on nurses' work and providing guidance and advice when needed.
- Investigate and report errors and incidents such as falls, injuries, medication errors, etc.
- Respond to and participate in the resolution of patient/family complaints and concerns.
- Respond on site to all types of emergencies.
- Ensure the involvement of the patient, family and significant others in the plan of care and always maintain patient's privacy and confidentiality.
- Ensure patient satisfaction. Promote person-centered care and improve patient experience. Ensure that CARE communication and service standards are implemented by all nursing staff when interacting with other staff members or with patients and families.
- Work cooperatively and collaboratively with the interprofessional team to evaluate and modify operations and increase effectiveness and efficiency of patient care activities.
- Develop and maintain effective working partnerships with the entire interprofessional team and ensure a collaborative work environment.

### Miscellaneous:

- Perform other related duties or assignments as directed by the Director of Nursing.
- Manage compliance with bylaws, rules, and regulations adopted by the Kingdom of Saudi Arabia and by SGH.
- Apply the American Nurses' Association Nursing Administration Scope and Standards of Practice.
- Maintain professional growth and development to keep abreast of the latest trend of work scope.

## 5. COMMUNICATIONS & WORKING RELATIONSHIPS

### Internal:

- Nursing division
- SGH department and branches

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**External:**

- Service Providers
- Patient, Families and Patient attendants

## 6. QUALIFICATIONS AND EXPERIENCE

Entry Qualification	Specialization	Minimum Experience
PhD		NA
Masters (Preferred Education)	Masters in Nursing/ Healthcare Management	NA
Bachelor	Bachelor of Science in Nursing	5 - 7 years of experience as Staff Nurse
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

## 7. COMPETENCIES

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

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\*The Behavioral and Technical competencies are to be filled in by SGH based on the level

## 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
SIGNATURE	SIGNATURE	SIGNATURE