Hamad Medical Corporation
Department of Nursing

Job Description / Performance Evaluation

ASSISTANT EXECUTIVE DIRECTOR OF NURSING

Name: _________________________________________  Corp. No. : _____________________
Title : _________________________________   No. of Day(s) Sick : _____________________
Department : _________________________________   No. of Day(s) Absent: _____________________
Date of Last Evaluation: _________________________   Date of this Evaluation: ___________________
Date of Appointment :______________________________ ________________________________
No. of Commendation Letter(s): ____________________   License: ____________________________
No. of Warning Letter(s): __________________________   Country: _________ Date Expires: _________
No. of Cautionary Letter(s): _______________________ (if lifelong, write on the above line)

Purpose of Evaluation:
☐ First 3 Months Probationary   ☐ Annual   ☐ Other _________________
☐ Contract Renewal   ☐ Promotion   __________________________

SUPERVISION RECEIVED : Executive Director of Nursing
SUPERVISION EXERCISED : Directors of Nursing
Nursing House Supervisor
Speciality Nurses as applicable
Administrative Secretaries and Clerks

POSITION SUMMARY:
The Assistant Executive Director of Nursing is responsible for organized nursing services and manages from the perspective of the organization as a whole. The Nurse Executive has five – primary domains of activity –leading, collaborating, integrating, facilitating, and evaluating. Each domain contributes to the creation and maintenance of environments that develop and support professional nursing practice.

POSITION QUALIFICATIONS:

Education:

Minimum : BSN or Nursing related speciality
Masters Degree in Nursing or related field (Preferred)

Experience : Clinical and administrative practice with five years experience in health care management and in the practice of nursing in a clinically complex tertiary center. Working knowledge of Performance Improvement Process and International Standards.
Established record of progressive administration and leadership
responsibility in a comprehensive tertiary health care facility.
Managerial experience in:
- Clinical management
- Fiscal management
- Human Resources management

Ability to plan strategically and implement new processes and programs through data analysis and cost effective interactions.

REQUIRED CERTIFICATION/LICENSURE:
- Valid Nursing License from the Country of Origin
- ILS (Preferred) □

(Check what is applicable)

Career Path: Executive Director of Nursing

PERSONAL PROTECTIVE EQUIPMENT:
No personal protective equipment is required for this position.

ESSENTIAL DUTIES:
The Assistant Executive Director of Nursing exercises the authority inherent in positions to fulfill responsibilities to the profession, the health care consumer, and the organization. The Assistant Executive Director of Nursing provides leadership and vision for nursing philosophy, development, and advancement within the organization in particular and for society at large. In doing so, the Assistant Executive Director of Nursing is also accountable for the quality and cost – effectiveness of nursing services.

The Assistant Executive Director of Nursing collaborates with other executives in the organization in making decisions about health care services, settings and organizational priorities.

As an Administrator, the Nurse Executive promotes a practice environment that empowers nurses to provide effective, compassionate, and efficient nursing care.

PHYSICAL REQUIREMENT:
This position is primarily sedentary in nature and requires sitting for long periods of time. The individual can reasonably be expected to bend, stoop, stand, walk, and reach approximately 15% of the time.

WORKING CONDITIONS:
This person spends 75% of time in air – conditioned office space. The potential for exposure to biohazardous agents or exposure to blood –borne pathogens and other potential infectious agents is minimal to none. This position requires contact with patients, staff, physicians, visitors, and outside agents under a wide variety of circumstances. This person is subject to varying and unpredictable situations, many interruptions, long irregular hours, multiple calls and inquiries, night meetings, and travel.

INDICATORS OF PERFORMANCE LEVEL:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Consistently exceeds expectations</td>
</tr>
<tr>
<td>4</td>
<td>Occasionally exceeds expectations</td>
</tr>
<tr>
<td>3</td>
<td>Fully achieves expectations</td>
</tr>
</tbody>
</table>
2 = Partially achieves expectations
1 = Does not achieve expectations

POSITION ACCOUNTABILITIES AND PERFORMANCE CRITERIA

1. Develops, maintains, and evaluates organizational planning systems to facilitate the delivery of patient care services

☐ 1 Contributes to the development and continuous improvement of organizational systems in which plans related to the delivery of nursing services and patient care can be developed, modified, documented, and evaluated.

☐ 2 Participates in the design and development of systems compatible with GCC Code of Ethics, Nursing standards, the goals and resources of the organization, and changing societal needs and patient/family expectations.

☐ 3 Ensures integral components of the systems’ design process are task and workflow analyzed, cost is identified, revenue is projected, and the impact on the market position of the organization is evaluated.

☐ 4 Advocates organizational processes that allow for creativity in the development of alternative plans for achieving desired, client – centered, cost – effective outcomes.

☐ 5 Fosters interdisciplinary planning and collaboration that focuses on the individuals and populations served.

☐ 6 Promotes the integration of applicable contemporary management and organizational theories, nursing and related research findings, and practice standards and guidelines into the planning process.

☐ 7 Assists and supports staff in developing and maintaining competency in the planning and change process.

☐ 8 Advocates integration of policies into action plans for achieving deserved client – centered outcomes.

☐ 9 Reviews and evaluates plans for appropriate utilization of staff at all levels of practice in accordance with International Standards and the professional standards of practice.

☐ 10 Integrates clinical, human resources, and financial data to appropriately plan standards of nursing and patients’ care, facilitating continuity across a continuum.

☐ 11 Works in collaboration with other professional disciplines and functional areas in the mutual achievement of patient – centered and organizational goals.

Total Score ( ) ÷ Total Performance Criteria ( ) = Performance Level ( )

Percent Importance (20%) X Performance Level ( ) = Weighted Score ( )

2. Provides a leadership role in professional, community, and governmental bodies that shape healthcare policy, thereby contributing to the development of the health care delivery system, and better health care society.

☐ 1 Participates in the administration of the health care organization as a full member of the executive team.

☐ 2 Provides leadership and vision for nursing philosophy, development, and advancement.
within the organization in particular and for society at large. In doing so, is accountable for the quality and cost – effectiveness of nursing services.

☐ 3 Participates in the strategic and long – range planning of the health care organization

☐ 4 Provides leadership in the determination of clinical and administrative nursing goals and directions.

☐ 5 Participates in the determination of functions and processes to achieve clinical and administrative goals.

☐ 6 Acquires and allocates human, material, and financial resources for specific functions and processes.

☐ 7 Develops and manages the annual budget for Patient Care Services in their respective facility (ies).

☐ 8 Administratively and fiscally responsible for leading nursing service into the changing health care economy and environment.

☐ 9 Evaluates and revises the systems and processes of organized nursing service to enhance achievement of identified, desired client/family – centered outcomes.

☐ 10 Provides leadership in critical thinking, conflict management, and problem solving.

☐ 11 Provides opportunities for customer input into personal health care decisions and policy development.

☐ 12 Ensures the ongoing evaluation and innovation of services provided by organized nursing services and the organization as a whole.

☐ 13 Facilitates the conduct, dissemination, and utilization of research in the areas of nursing, health, and management systems.

☐ 14 Serves as a professional role model and mentor to motivate, develop, recruit, and retain future nurse administrators.

☐ 15 Serves as a change agent, assisting all staff in understanding the importance, necessity, impact, and process of change.

☐ 16 Maintains appropriate customer relations.

☐ 17 Attends meetings of professional, civic, and service organizations as a representative of the hospital.

☐ 18 Catalyst for the integration and collaboration of nursing with other professional disciplines and functional areas in the mutual achievement of client – centered and organizational goals.

☐ 19 Collaborates with other executives, medical staff, and all professional disciplines in making decisions about health care services, settings and organization priorities.

☐ 20 Participates with leaders from the Quality Management Committee, Medical Staff Committees, Hospital Committees, and Performance Improvement Teams.

3. Systematically evaluates the quality and effectiveness of nursing practice and nursing
services administration.

☐ 1 Ensures viable Performance Improvement Plans.
☐ 2 Fosters a climate for practice that enhances job satisfaction through mutual responsibility for productivity and quality improvement.
☐ 3 Identifies key quality indicators for monitoring and evaluating.
☐ 4 Analyzes data and information to identify opportunities for improving services, using appropriate internal and external data.
☐ 5 Develops, implements, and evaluates systems and processes that complement the overall system for performance improvement.
☐ 6 Participates in interdisciplinary evaluation teams.
☐ 7 Demonstrates current knowledge of International Standards for hospitals, nurses and nurse administrators.
☐ 8 Demonstrates knowledge of the legal aspects and liabilities of nursing practice. Ensures that all staff members’ function within the legal boundaries and guidelines established by Hamad Medical Corporation.


Total Score ( ) ÷ Total Performance Criteria ( ) = Performance Level ( )
Percent Importance (15%) X Performance Level ( ) = Weighted Score ( )

4. Evaluates her/his own performance based on professional practice standards, relevant statutes and regulations, and organizational criteria.

☐ 1 Engages in self – performance appraisal on a regular basis, identifying areas of strength as well as areas for professional/practice improvement.
☐ 2 Seeks constructive feedback regarding his/her own practice.
☐ 3 Takes action to achieve goals during performance appraisal.


Total Score ( ) ÷ Total Performance Criteria ( ) = Performance Level ( )
Percent Importance (6%) X Performance Level ( ) = Weighted Score ( )

5. Acquires and maintains current knowledge in administrative practice.

☐ 1 Seeks additional knowledge and skills appropriate to the practices setting by developing and/or participating in educational programs and activities, conferences, workshop, interdisciplinary professional meetings, and self – directed learning.
☐ 2 Seeks experience to expand and maintain skills and knowledge base.
☐ 3 Gains appropriate formal education and/or certificate for career path.
☐ 4 Networks with peers on an International / regional / corporate level to share ideas and
conduct mutual problem solving.

☐ 5 Maintains professional affiliations and professional growth and development.

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Total Score ( ) ÷ Total Performance Criteria ( ) = Performance Level ( )

Percent Importance (2%) X Performance Level ( ) = Weighted Score ( )

6. **Fosters a professional environment.**

☐ 1 Spokesperson for organized nursing service and catalyst for the integration and collaboration of nursing with other professional disciplines and functional areas in the mutual achievement of organizational goals.

☐ 2 Promotes understanding and effective use of organization, management, and nursing theories and research.

☐ 3 Contributes to nursing management education and professional development of staff, student, and colleagues.

☐ 4 Shares knowledge and skills with colleagues and others, and act as a role model/mentor.

☐ 5 Creates a climate of effective communication.

☐ 6 Contributes to an environment of mutual respect and understanding.

☐ 7 Provides guidance and counsel to managerial personnel.

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Total Score ( ) ÷ Total Performance Criteria ( ) = Performance Level ( )

Percent Importance (10%) X Performance Level ( ) = Weighted Score ( )

7. **Collaborates with nursing staff at all levels, interdisciplinary teams, Head of Department, Medical staff, and Administration.**

☐ 1 Facilitates collaboration with organized nursing services and the organization.

☐ 2 Collaborates with nursing staff and other disciplines at all levels in the development, implementation, and evaluation of programs and services.

☐ 3 Collaborates with administrative peers in determining the acquisition, allocation, and utilization of organizational fiscal and human resources.

☐ 4 Collaborates with the human resources staff to develop and implement recruitment and retention programs for staff.

☐ 5 Provides the opportunity for ongoing communication between self and staff.

☐ 6 Collaborates with other providers of nursing/patient care within the delivery system for provision of seamless delivery of services.
8. **Evaluates and administers the resources of organized nursing services.**

- ☐ 1 Evaluates factors related to safety, outcomes, effectiveness, cost, and social impact when developing and implementing practice innovations.
- ☐ 2 Delegates responsibilities appropriate to the licensure, education, and experience of staff.
- ☐ 3 Evaluates and maintains management information systems that provide integrated data needed to monitor and explain variances from established parameters.
- ☐ 4 Designs and negotiates organizational acceptance of appropriate roles for the utilization of all staff.
- ☐ 5 Negotiates for appropriate role expansion and delineation.
- ☐ 6 Monitors and evaluates appropriate utilization of staff.
- ☐ 7 Advocates to secure appropriate fiscal and human resources to accomplish the work/goals of the service.

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\text{Total Score} \div \text{Total Performance Criteria} = \text{Performance Level}
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\text{Percent Importance (5\%)} \times \text{Performance Level} = \text{Weighted Score}
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9. **Bases decisions and actions on ethical principles.**

- ☐ Advocates on behalf of recipients of services and personnel.
- ☐ Maintains privacy, confidentiality, and security of patient/client, staff, and organizational data.
- ☐ Advocates organizational adherence to the GCC code for nurses, organization ethics, and corporate ethics.
- ☐ Fosters a non-discriminatory climate in which care is delivered in a manner sensitive to sociocultural diversity.
- ☐ Supports the system to address ethical issues within nursing and the organization.
- ☐ Participates in the development, implementation, and use of a system for preventing and reporting abuse of patients, patient’s rights, and incompetent, unethical, or illegal practices by health care providers.

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\text{Total Score} \div \text{Total Performance Criteria} = \text{Performance Level}
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\text{Percent Importance (5\%)} \times \text{Performance Level} = \text{Weighted Score}
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10. **Accepts supervisory responsibility for the hospital functions and promotes corporate wide leadership image.**

- [ ] 1. Follows policy and procedure for recruitment and interviewing of all potential new hires with the approval of the Director of Personnel.
- [ ] 2. Responsible for ensuring all new employees attend orientation within their first thirty (30) days of work.
- [ ] 3. Responsible for monitoring competency levels of employees and providing staff development through education.
- [ ] 4. Conducts monthly staff meetings, following the CRAE format and keeps minutes and attendance log on file.
- [ ] 5. Submits all completed employee performance reviews to Personnel in a timely manner.
- [ ] 6. Notifies Administration / Personnel of all disciplinary action. Documents clearly all-disciplinary action and submits original to Personnel while keeping copies in departmental file.
- [ ] 7. Completes all personnel change notification forms with appropriate approvals.
- [ ] 8. Completes and updates job descriptions for all departmental positions.
- [ ] 9. Responsible for employee knowledge and comprehension of all hospital, corporate, and departmental policies and procedures.

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\text{Total Score} \quad ( \quad ) \div \quad \text{Total Performance Criteria} \quad ( \quad ) = \quad \text{Performance Level} \quad ( \quad )
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\text{Percent Importance} \quad (10\%) \quad \times \quad \text{Performance Level} \quad ( \quad ) = \quad \text{Weighted Score} \quad ( \quad )
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Percent Importance (5%) X Performance Level ( ) = Weighted Score ( )

Total of the weighted score

Additional Comments:

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______________________________

Goals for previous year:

➢ Met:

______________________________
______________________________

Goals for the following year:

______________________________
______________________________

Employee’s Comments:

______________________________
______________________________
______________________________
I, the undersigned, hereby acknowledge that I have read my job description and understand its content.

EMPLOYEE : ___________________________________ Date: __________

EXECUTIVE DIRECTOR: __________________________ Date: __________
OF NURSING

ASST. ADMINISTRATIVE: ________________________ Date: __________
DIRECTOR

This Job Description reflects the general duties considered necessary to describe the principle functions of the job as identified and shall not be considered as a complete description of all the work requirements and expectations that may be inherent in the position.