



**DATE ISSUED:** 08/18  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Chief Nurse

### **JOB SUMMARY**

Performs a variety of general and specialized nursing duties as part of a health care team. Employees in this classification are experienced Registered Nurses responsible for providing professional nursing care. Employees in this position generally assist the director in the supervision of other personnel and may substitute for the director in the event of his/her absence. Work is performed under the direction of the Director of Student Health Services as part of a health care team and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Student Health Services/Clinic Director

*Supervises:* Registered Nurses

*Precepts:* Student Nurses, TWU College of Nursing

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Supervises and trains the nursing staff.
- Counsels and educates students regarding their medical and mental health issues.
- Performs chart review for quality assurance, pharmacy needs, accuracy of charges, and telephone orders to outside pharmacies.
- Schedules staff coverage of clinics. Plans immunization clinics for Dallas and Houston.
- Prepares patient for examinations.
- Prepares necessary equipment and instruments for, and assists physician with, examinations, treatments, special procedures, and minor surgical procedures.
- Administers drugs and medications either orally or by injection, and records this information, noting time and amount, on patient's chart.

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- Observes patients for reactions to drugs, medications, and treatment, and progress of infusion, and notates patient chart accordingly.
- Makes patient referrals for specialty care and pharmaceutical assistance.
- Performs evaluation and triage of emergency patients and telephone triage.
- Ensures that inventory of necessary supplies and equipment is maintained. Researches price comparisons to plan reorders to maintain the budget.
- Updates the procedures, policies, and protocols used by the clinical nursing staff.
- Facilitates cooperation between providers, nurses, and business personnel.
- Teaches formal duties to nursing staff and students as required or requested.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

#### **ADDITIONAL DUTIES**

- Performs other duties as requested.

#### **EDUCATION**

Bachelor's degree required (BSRN). R.N. from an accredited school of nursing, current license in the state of Texas.

#### **EXPERIENCE**

Five years of general medical or gynecological clinical nurse experience. Prior experience as a nursing supervisor preferred. Patient teaching experience preferred. EKG, spirometry, lab skills, general computer skills, CPR, and AED trained.

#### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

#### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment including, University software and email.

### **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### **WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed primarily indoors in an office and/or laboratory setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

### **SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Employee Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***