

Index: 8620.000
Tab: #VI
Issue Date: March 1, 1990
Revised Date: May, 2005

NARRATIVE FOR DEPARTMENT OF NURSING ORGANIZATION CHART

The foundation of the organizational structure of the Nursing Department is the Chief Nurse Executive designated as the Chief Nurse Executive, working collaboratively with the Director of Nursing. The Chief Nurse Executive is responsible collaboratively with the Director of Nursing for the 24-hour direction of the Department of Nursing and other appointed departments. On a daily basis, they collaborate with the Medical Staff, Administration, Administrative Coordinator, Nursing Management and other department heads in order to coordinate nursing activities. Collaboratively these positions carry the authority to identify and work toward problem resolutions, which affect the Nursing Department.

Further, the Chief Nurse Executive is responsible for the direction and development of the entire nursing staff and works closely with the Director of Nursing, nursing management, and Administrative Coordinator to accomplish this. The budget of the Nursing Department is also her responsibility in collaboration with the Director of Nursing. She is directly accountable to the Chief Executive Officer and in her absence, the Director of Nursing is appointed to act in her stead.

The Unit Manager is the foundation of the organizational structure of the unit of which they are in charge. They are responsible for the 24-hour daily operation of the nursing unit and for daily coordination and collaboration with the medical staff, Administrative Coordinator, and other department managers. The position carries the authority to identify and work toward problem resolution on her unit in collaboration with the Director of Nursing in the most cost-effective manner.

Further, they are responsible for the unit budgeting, staffing, quality, assessment and improvement program, and developing of unit objectives and standards in collaboration with the staff. His/her focus is to direct and develop the nursing staff through standards and appropriate supervisory methods. They are accountable to the Administrative Director of Patient Care. In his/her absence, an appointee or the Director of Nursing acts in his/her stead.

The Administrative Coordinator functions in a line position as a supervisor of nursing staff and patient care activities. They are responsible for ongoing implementation of hospital wide standards, policies and procedures in the absence of the CNE, DON, and Unit Managers are on off shifts, weekends and holidays. They are accountable to the Director of Nursing.

Further, they act as a resource to all hospital departments on off shifts and weekends in the absence of the Senior Management and Department Managers. They are accountable to the Director of Nursing.

On the off shifts, and on specific units, a Unit Coordinator/assigned Resource Nurse has 8-hour responsibility for the running of the unit. They are accountable to the Administrative Coordinator and or the Unit Manager. The staff of the Department of Nursing consists of registered nurses, licensed practical nurses, nursing assistants, unit secretaries, charting clerks and transporters. The registered nurse will assume the responsibility for directing, planning, and evaluating patient care using the nursing process. All patients on the unit are assigned to a registered nurse who has the responsibility for the patients who are cared for by other members of the health care team. Staff nurses are accountable to the Unit Coordinator/Resource Nurse.

The Secretary of the Unit is responsible for carrying out the secretarial tasks of the unit as outlined in the job description. They are accountable to the Charge Nurse/Resource Nurse of the unit.