



**ESTES PARK MEDICAL CENTER  
JOB DESCRIPTION**

POSITION: CHIEF CLINICAL OFFICER

LOCATION: ADMINISTRATION

REPORTS TO: CHIEF EXECUTIVE OFFICER

**SUMMARY:**

This position is responsible for the coordination and direction of patient care and nursing services of EPMC. This includes the hospital, nursing home and Home Care/Hospice. CCO reports directly to the CEO and works with other departments for problem solving and planning purposes.

**DUTIES:**

1. Utilizes evidence based research and procedures to develop organization-wide patient care programs, and related policies and procedures that describe how the care needs of patients and residents or patient populations receiving care are assessed, evaluated and met.
2. Participation in the development and implementation of EPMC's plan for the provision of patient care
3. Participation with other governance, managerial and medical staff and other clinical leaders in the decision making structures and processes of EPMC.
4. Develops goals for Patient Care Services for both hospital, Home Care/Hospice, PPLC and establishes budgetary guidelines by which goals can be achieved.
5. Establishes performance standards with which to measure effectiveness and efficiency of patient care service personnel and activities.
6. Implements an effective and ongoing program to monitor, evaluate and improve the quality and appropriateness of nursing care delivered to all patients and residents that receive patient care.
7. Responsible for staff selection, orientation performance and evaluation, staff development, staff scheduling, retention and termination in the patient care department.
8. Supervises and directs staff to provide safe and effective care related to: pharmacy and drug utilization, and Infection Control.
9. Interprets and enforces policy in accordance with the Colorado Nurse Practice Act and other professional licensing/certifying bodies' legal requirements, and all applicable accrediting organizations.
10. Assist with the overall administration of the organization as an active participant of the Senior Leadership Team.
11. Rotates administrative call with other members of the Administrative Council.
12. Responsible for overall education of staff including tracking current certifications.



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13. Actively participates and represents EPMC in community activities and programs.
14. Participates in state professional organizations, representing rural healthcare and E.P.M.C. to promote quality patient care.
15. Develops positive professional working relationships with physicians and other non-employee healthcare providers.
16. Develops and leads new patient care programs and projects.
17. Participate in committees as assigned;
18. Perform in accordance with all local, state, and federal laws and regulatory agency standards;
19. Perform in accordance with EPMC vision, mission and goals;
20. All other duties as assigned.

**COMPETENCIES:**

Graduate of an accredited School of Nursing. Current Colorado RN licensure, BSN required, Master level preparation preferred.

**QUALIFICATIONS:**

Clinical nursing experience of at least 5 years required, 1-2 years of nursing administration or supervisory experience required.

**PHYSICAL REQUIREMENTS:**

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm, as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed to other workers, accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds with no less than a 40 dB loss @ 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction. The ability to receive detailed information through oral communication and to make fine discriminations in the sound, such as when making fine adjustments on machined parts or distinguishing alarm sounds.

Repetitive motions: Moving the wrists, hands, and/or fingers.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. This position may require the use of arm and/or leg controls requiring exertion of forces greater than that for sedentary work.

Visual acuity: color, depth perception, and field of vision.



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Clerical, administrative: This position deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminals, extensive reading.

**WORK ENVIRONMENT:**

The worker is subject to inside environmental conditions and has protection from weather conditions but not necessarily from temperature changes.

The worker is occasionally subject to outside environmental conditions and has no effective protection from weather.

Must be able to work 8-12 hour shifts, flexibility in scheduling (weekends, days, evenings, nights).

Fluctuation in workload may create feelings of pressure/stress.

Rapidly changing priorities may cause stress and need for flexibility.

Must be able to sustain normal medical center exposure to bacteria, viruses and fungi.

**This is a job description, not an implied or expressed contract of employment.**

**ACKNOWLEDGMENT**

I, \_\_\_\_\_, understand that I am expected to perform the duties listed in the Job Description.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_