



**ESTES PARK MEDICAL CENTER
JOB DESCRIPTION**

POSITION: Emergency Department Director

LOCATION: Hospital

REPORTS TO: Chief Clinical Officer

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their department supervisor or department designee.

GENERAL DESCRIPTION:

Accountable on a 24-hour, 7-day per week basis for planning, organizing, coordination and directing nursing activities for the Emergency Services in accordance with standards of practice, standards of care and administrative policies.

EDUCATIONAL REQUIREMENTS:

Masters Degree preferred. Bachelor's degree in Nursing or Health Care Administration.

EXPERIENCE REQUIRED:

Experience in Emergency Services/nursing supervision or management. Must have computer skills for word processing, project planning, budgeting and spreadsheets, time management and medical record documentation.

SPECIFIC JOB RESPONSIBILITIES.

Requires excellent clinical skills, people/human relations skills, critical thinking skills, diplomacy, conflict resolution skills, team-building skills, creativity and negotiation skills. Must have a back to the basics philosophy of nursing care with focus on ensuring the basic needs of patients are met. Also must have leadership and management skills. Must demonstrate knowledge of the principles of growth and development over the life span and possess the ability to assess date reflective of the patient's status in addition to being able to interpret the appropriate information needed to identify each patient's requirements relative to his or her age-specific needs.

Requirements are representative of minimum level of knowledge, skills and/or abilities. A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties.

ESSENTIAL JOB FUNCTIONS:

1. Plans, organizes, coordinates and directs the delivery of nursing care in Emergency Department in accordance with Colorado Nursing Practice Act and ANA Code for Nurses and ANA Clinical Standards of Practice to include, but not limited to, organizational structure and development; maintenance of standards of care and standards of practice; advancement and maintenance of knowledge and clinical skills of staff; development and maintenance of quality improvement and patient safety program.
2. Accountable for the direct supervision of quality patient care delivered in assigned cost center(s), to include,



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but not limited to, the minimum nursing standard of patient care. Accountable for adherence to environment of care, infection control and safety issues in assigned cost center. Provides direct patient care on a regular basis. Minimum of 2 shifts per month, including one night or weekend shift per quarter.

3. Works closely with the Chief Clinical Officer regarding patient care issues and medical staff concerns and with the Human Resources Department on employment issues and employee concerns to minimize risk of litigation for the Medical Center. Monitors patient satisfaction monthly and takes action as needed to maintain >90% satisfaction.
4. Accountable for development and implementation for short term goals as well as long range planning for Emergency Department, to include, but not limited to, technical and professional staffing strategies, cost-effective delivery systems with redesign as indicated and cost-effective staff utilization. Utilizes high level decision making and problem solving skills. Maintains ability to develop plan and implement projects. Demonstrates flexibility in leadership and management skills.
5. Accountable for the development, implementation and control of assigned cost center operating and capital equipment budgets. Responsibility includes payroll biweekly, P&L monthly with variance reporting as needed and annual budget development. Grant writing and management as applicable.
6. Accountable for the direct supervision, to include, but not limited to, hiring, orienting, assignment, scheduling, counseling, appraising and terminating of employees in assigned cost center(s). Develops annual staff education plan identifying staff feedback and needs identical through QA processes. Ensures implementation of education plan in coordination with staff education Coordinator. Role models communication and interpersonal skills. Supports and participates in hospital recruitment and retention plan and employer reward and recognition program.
7. Represents Patient Care Services at Medical Staff meetings, serves on Medical Center committees and represents the Medical Center in the community as assigned or requested.
8. Accountable for meeting federal and state regulations and standards. Ensures a plan for Trauma Survey readiness.
9. Accountable for special duties/projects. Code blue policy and response team, disaster planning to be compliant with all state and federal regulations and organ donation coordination.
10. Adheres to regulations, policies and procedures that address administrative, patient care, legal compliance and all other matters pertinent to employee's obligations to the Medical Center, including Standards of Performance. Reviews and revises ED policies annually. Develops and implements new ED policies as needed.
11. Develops quality plan for ED, involving staff and physicians. Monitors monthly and reports at least quarterly with timely action plans.
12. Promotes team work and professional communication among ED staff, physicians and other hospital departments. Employee satisfaction monitored annually according to hospital plan and action plan development and implementation as indicated.
13. Reviews and improves patient care delivery systems, process and equipment.
14. Develops own professional education plan.



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PHYSICAL REQUIREMENTS:

Climbing: Ascending or descending stairs using feet and legs and/or hands and arms as required for ordinary locomotion.

Balancing: Maintains body equilibrium to prevent falling when walking, standing, or crouching as needed for ordinary locomotion and maintenance of body equilibrium.

Stooping: Bending body downward and forward by bending at the waist. This factor is important since it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at the knees to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending the leg and spine.

Crawling: Moving about on hands and knees or hands and feet.

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

Standing: Standing for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important since it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

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.

Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with the skin, particularly that of fingertips.

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:

Visual acuity requirements including color, depth perception, and field of vision.

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



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PHYSICAL SURROUNDINGS/HAZARDS:

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 hospital exposure to bacteria, viruses and fungi.

This is a job description, not an implied or expressed contract of employment. Estes Park Medical Center cannot offer a position of employment until a background check consisting of a name link, criminal history and job references; and a physical and lift test has been completed.

ACKNOWLEDGMENT

I have read this job description and acknowledge the information set forth therein. I hereby accept the position of _____ and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand and accept the policy as outlined for the introductory period. I acknowledge that as a result of my employment, I may be exposed to infectious diseases including the AIDS and Hepatitis B viruses and that the facility will make available to me, the Hepatitis B vaccinations. I acknowledge that tasks assigned to this position may/may not involve potential and/or direct exposure to blood or body fluids. I further acknowledge that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself and that such termination can be made with or without notice.

I understand and agree that my starting wage will be: _____

Signature of Employee _____ Date _____

Date of Job Description: _____