



Office of Human Resources  
Nursing Program Manager - CO0595  
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### General Statement of Duties

Manages the operation of a clinical program, federal grant program or other program that involves responsibility for financial accountability, personnel activities, and nursing skills to provide direct patient care, analysis, and treatment.

### Distinguishing Characteristics

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

### Level of Supervision Exercised

Supervises assigned employees.

### Essential Duties

Manages the daily operations of a clinical program in a health care setting which involves financial and personnel activities and direct patient care.

Assists in the management of a comprehensive improvement program to ensure that program and services meet accrediting standards for the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) and other accrediting programs.

Assists in the development of the budget and allocated funds to accomplish objectives of the unit or program.

Directs the performance evaluation program for assigned staff.

Determines priorities, policies, and procedures to efficiently and effectively accomplish program objectives.

Interviews and selects employees.

Authorizes disciplinary actions and enforces program policy about employee discipline within the parameters of DHHA and Career Service rules.

Delegates responsibilities and authority over operational functions to appropriate personnel, as required.

Performs full performance level professional nursing work.

Enhances professional growth and development through participation in educational programs, reviewing current literature, and attending in-service meetings and workshops.

Participates in various agency and community outreach functions.

Performs as an established member of the nursing structure, assisting in the development and implementation of professional standards for various components of the nursing service.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Performs as a resource in clinical situations.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **Knowledge & Skills**

Knowledge of quality improvement sufficient to be able to ensure departmental compliance with the Joint Commission on the Accreditation of Healthcare Organizations and other accrediting agencies.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

### **Education Requirement**

Completion of a Nursing education program which satisfies the licensing requirements of the Colorado State Board of Nursing.

### **Experience Requirement**

Three (3) years of professional nursing experience.

### **Education & Experience Equivalency**

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

### **Licensure & Certification**

All positions require current CPR Certificate prior to completion of the probationary period.

Must possess a Colorado Registered Nurse License or Permit at the time of appointment. The permit is acceptable only until the permanent Registered Nurse License decision is made.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Potential exposure to heat, wetness, and odors in kitchen and/or patient areas.  
Potential exposure to infections and contagious disease.  
Potential exposure to patient elements.  
Potential exposure to risk of blood borne diseases.  
Potential exposure to unpleasant elements (accidents, injuries, and illness).  
Potential exposure to unpleasant patients or unit elements.  
Handles emergency or crisis situations.  
Contact with patients under wide variety of circumstances.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.  
Occasional pressure due to multiple calls and inquiries.  
Requires judgment/action which could result in death of patient.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: maintain body equilibrium to prevent falling over.  
Carrying: transporting and object, usually by hand, arm, or shoulder.  
Eye/hand/foot coordination: performing work through using two or more.  
Feeling: perceiving attributes of objects by means of skin receptors.  
Fingering: picking, pinching, or otherwise working with fingers.  
Handling: seizing, holding, grasping, or otherwise working with hand(s).  
Hearing: perceiving the nature of sounds by the ear.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Repetitive motions: making frequent movements with a part of the body.  
Standing: remaining on one's feet in an upright position.  
Stooping: bending the body by bending the spine at the waist.  
Talking: expressing or exchanging ideas by means of spoken words.  
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### **Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check  
Licensure/Certification

### **Assessment Requirement**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: O-812**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**