



Job Title: Mgr/Heart & Vascular  
24260-Rex Heart and Vascular APPs  
 Creation Date: Nov 07, 2016 06:30:30pm  
 Last Updated: Nov 07, 2016 06:34:27pm  
 Position: 24260 2450 Nov 07, 2016 06:34:27pm up to present  
 Department: 24260-Rex Heart and Vascular APPs

FLSA Exempt Status: Exempt

**Job Summary:**

Job Description: Essential Duties and Responsibilities are as follows. Other duties may be assigned. Management Duties and Responsibilities. Other duties may be assigned.

**SPECIFICATIONS**

<u>Description</u>	<u>Minimum Required</u>	<u>Preferred / Desired</u>
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**Experience**

At least four years previous related experience desired.

**Education**

Bachelors degree in Nursing and Masters in Nurse Practitioners or Masters - Physician Assistant preferred.

**Training**

**Special Skills**

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Mathematical Skills: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Licensure**

\*Must have a current RN & NP or PA Licensure, as well as ACLS, BCLS, NP, PA NC LIC, RN NC ACLS, and BCLS certifications. LIC

**Reporting Relationships**

Does this position formally supervise employees? No

*If set to YES, then this position has the authority (delegated) to hire, terminate, discipline, promote or effectively recommend such to manager.*

**WORK ENVIRONMENT**

<b>Functional Demands</b>	Light
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Label	Short Description	Full Description
Sedentary	Very light energy level	Lift 10 lbs. box overhead. Lift and carry 15 lbs. Push/pull 20 lbs. cart.
Light	Moderate energy level	Lift and carry 25-35 lbs. Push/pull 50-100 lbs. (ie. empty bed, stretcher)
Medium	High energy level	Lift and carry 40-50 lbs. Push/pull +/- 150-200 lbs. (Patients on bed, stretcher) Lateral transfer 150-200 lbs. (ie. Patient)
Heavy	Very high energy level	Lift over 50 lbs. Carry 80 lbs. a distance of 30 feet. Push/pull > 200 lbs. (ie. Patients on bed, stretcher) Lateral transfer or max assist sit to stand transfer.
Other	...	...

**Activity Level Throughout Workday**

Physical Activity Requirements	Occasional (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)	Not Applicable
Sitting	X			
Standing		X		
Walking		X		
Climbing (e.g., stairs or ladders)	X			
Lifting - Floor to waist level	0 lbs.	0 lbs.	0 lbs.	
Lifting - Waist level and above	0 lbs.	0 lbs.	0 lbs.	
Carry objects	X			
Push/Pull	X			
Twisting	X			
Bending	X			
Reaching forward	X			
Reaching overhead	X			
Squat/kneel/crawl	X			
Wrist position deviation	X			
Pinching/fine motor activities	X			
Keyboard use/repetitive motion	X			
Taste or Smell				X
Talk or Hear			X	
<b>Sensory Requirements</b>	<b>Accurate 20/40</b>	<b>Very Accurate 20/20</b>	<b>Not Applicable</b>	
Near Vision	X			
Far Vision	X			
	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>	
Color Discrimination	X			
	<b>Minimal</b>	<b>Moderate</b>	<b>Accurate</b>	<b>Not Applicable</b>
Depth Perception	X			
Hearing	X			

**Environment Requirements**

**Occupational Exposure Risk Potential**

	<b>Reasonably Anticipated</b>	<b>Not Anticipated</b>
Bloodborne Pathogens	X	
Chemical	X	
Airborne Communicable Disease	X	
Extreme Temperatures	X	
Radiation		X
Uneven Surfaces or Elevations	X	
Extreme Noise Levels	X	
Dust/Particulate Matter	X	
Other (List)	Inpatient Manager responsibilities include 50% clinical/50% Admin. Hours vary by assigned 8 and or 12 hour, weekend and holiday shifts as required.	
Usual workday hours	8	

**JOB STANDARDS**

Total Weight 50%

<b>Job Standards</b>	<b>Weight</b>
1. Essential Duties and Responsibilities are as follows. Other duties may be assigned.	25.0%

<b>Essential Duties and Responsibilities</b>	
1.1	Maintains an environment of safety for patients, self and others.
1.2	Performs a complete evaluation on new patients and consults to include: a history of present illness (to include location, severity, timing, modifying factors, quality, duration, context, and associated signs and symptoms), past medical / surgical history, review of systems with documentation of pertinent positives and negatives, family and social history, med list, allergies, comprehensive physical examination (P.E.) of 8+ systems, formulating appropriate diagnosis, and develop & implement plan of care that is reflective of appropriate medical decision making.
1.3	Performs focused history, chief complaint for all follow up patient visits to include: review of diagnostic findings / objective data, medications, hemodynamic parameters, P.E., assessment and plan.
1.4	Orders and/or performs, evaluates, interprets and integrates findings of diagnostic tests and procedures to formulate a new health management plan or a modification to the current management plan based on the patient's condition. Provides the appropriate patient education concerning the need, preparation, nature, and effect of diagnostic and therapeutic procedures.
1.5	Continuously evaluates and reevaluates the patient's condition and makes recommendations for the health management plan with full consideration of evidence based practice guidelines, patient safety needs, and desired outcomes while ensuring that the patient / family is actively engaged in decision making and formulation of the health management plan.
1.6	Prescribes medication as permitted by the N.C. Board of Medical Examiners and / or N.C. Board of Nursing according to evidence based guidelines / recommendations and under the direction of supervising physician or their designee.
1.7	Provides patient/family education and counseling with full consideration to patient's individual learning and safety needs.
1.8	Maintains patient's medical records according to established standards and documents in a clear, systematic, accurate and succinct format.
1.9	Coordinates and communicates patient care needs with the patient / family, physician and/or other health professionals on an ongoing basis. Other professionals include: nursing, cardiovascular specialists, respiratory, rehab services, clinical documentation specialists, discharge planners, case managers, pastoral care, and other Rex Healthcare ancillary support team members.
1.10	Appropriately refers patients to physicians or other specialized healthcare resources for consultation/treatment as appropriate. Maintains timely and clear communication with all consulting providers/healthcare resources.
1.11	Demonstrates the ability to provide quality care for all their daily assigned patients in a timely manner.
1.12	Demonstrates ability to manage the patient care requirements for the pre / post procedural area to maintain patient throughput.
1.13	Demonstrates the ability to function as the float team member and coordinate admissions, consults, urgent patient needs, nurse requests, and the requests of other healthcare team members with the appropriate NCHV MD and APP inpatient team to ensure timely, quality care and outcomes.
1.14	Prepares patient / family for discharge by completing all the required EMR documentation (orders, DC instructions, and DC summary), patient education / counseling, and coordination of pertinent follow up / referrals or home care needs in a timely manner.
1.15	Works in collaboration with the appropriate NCHV MD and APP team members to ensure equitable distribution of workload.

1.16	Demonstrates the ability to coordinate, prioritize, and delegate multiple patient care need requests from within Rex Healthcare, from outside providers / facilities, and patients / families in a professional manner representative of the values and goals of NCHV and Rex Healthcare.
1.17	Demonstrates the ability to safely and effectively supervise patients for Pharmacological and Treadmill Stress Tests. If not currently credentialed, has a definitive action plan in place to complete credentialing prior to the next coworker evaluation period.
1.18	Consistently completes and manages EPIC in basket tasks.
1.19	As required by licensing body and medical staff bylaws: participates in continuing education and/or continuing medical education , maintains current licensure with N.C. Board of Nursing, current DEA licensure, and current BLS & ACLS.
1.20	Complies with departmental, hospital and regulatory policies and procedures.

Job Standards		Weight
2.	Management Duties and Responsibilities. Other duties may be assigned.	25.0%

Essential Duties and Responsibilities	
2.1	Assists Director in daily operations associated with the APP Program. Collaborates with other departmental managers to evaluate and monitor policies & procedures, patient care standards, interdepartmental collaboration, patient & staff satisfaction and quality outcomes.
2.2	Maintains proper staffing (based on budgeted FTEs) by overseeing scheduling committee to ensure adequate staffing, evaluating and approving time off requests, and assisting with time keeping responsibilities. As appropriate, will coordinate staff rotation to all practice areas to maintain competency and flexibility of staff to meet the needs of patient volume and acuity. Communicates any staffing, scheduling, and attendance issues to Director.
2.3	Monitors and evaluates staff performance to ensure high quality, accuracy, and completeness, and adherence to departmental policies and procedures. Complies with HR policies and procedures regarding any disciplinary or performance issues. Communicates any disciplinary or performance issues or concerns to Director.
2.4	Works in conjunction with Director and physicians in the revision of or establishment of pertinent policies or procedures related to the care of the heart and vascular patient population.
2.5	Ensures that adequately staff are trained and staffed to meet patient care needs which includes: interviewing, orientation, and ongoing education; planning, assigning and prioritizing work; addressing complaints and resolving problems; assists with the coordination of students; and provides input and assistance in employee performance evaluations.
2.6	Leads team in providing high quality, cost effective care and is instrumental in keeping up to date on new technologies and standards on a national level and integrates findings and recommendations into practice as appropriate.
2.7	Participates on various organizational committees and teams and communicates the information to team members.
2.8	Monitors and manages departmental resources within budgeted parameters.

## ORG STANDARDS

Total Weight 10%

Job Standards		Weight
1.	Employee Organizational Standards	10.00%

Essential Duties and Responsibilities	
1.1	COMMUNICATION: Uses appropriate methods to clearly convey information to others in an engaging way, which helps others understand and retain the message.
1.2	COLLABORATION: Works with others respectfully and openly; provides help to achieve shared goals.
1.3	SERVICE: Anticipates and meets or exceeds all patient/customer needs and pro-actively takes responsibility for ensuring their quality care experiences. All co-workers will be held to standards and behaviors guided by the UNCHCS Service Framework.
1.4	SAFETY: Meets or exceeds patient and co-worker safety requirements while promoting and achieving quality outcomes.
1.5	ACCOUNTABILITY: Takes ownership for goals and outcomes; effectively and efficiently uses available resources to successfully complete tasks.
1.6	IMPROVEMENT: Identifies opportunities and takes action to continuously improve processes. Maintains effectiveness and flexibility during change.

## MANAGEMENT DUTIES JOB STANDARDS

Total Weight 40%

<b>Job Standards</b>		<b>Weight</b>
1.	Leader Standards	40%

<b>Essential Duties and Responsibilities</b>	
1.1	LEADING SELF AND OTHERS: Builds and maintains relationships that are anchored in trust and shared decision making. Leads self and others to grow.
1.2	LEADING QUALITY & SERVICE: Continuously ensures exceptional quality and service for all. Where applicable, all Leaders will be held to standards and behaviors guided by the UNCHCS Service Framework - Carolina Care.
1.3	LEADING BUSINESS STRATEGY: Leads self and others to take ownership for goals and outcomes; effectively and efficiently uses available resources.
1.4	LEADING FOR ACCOUNTABILITY & RESULTS: Leads self and others to take ownership for goals and outcomes; effectively and efficiently uses available resources.
1.5	LEADING IMPROVEMENT: Leads continuous improvement by using innovation, creative problem solving and proven change management principles.

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