

Additional Competencies for Nursing Managers

(New Nursing Managers: There may be some overlap regarding who to contact with regards to the General Manager Orientation – your leader will be able to direct you toward who to contact.)

Additional Competencies for Nurse Managers	Statement of Skills/Proficiency	Contact	Achieved at 3 months	Achieved at 6 months
1. Divisional Leadership	<ul style="list-style-type: none"> Vice President and Chief Nursing Officer <ul style="list-style-type: none"> Nursing Mission and Goals Nursing Strategic Plan 	CNO - Anne Stewart	<input type="checkbox"/>	<input type="checkbox"/>
2. Departmental Leadership	<ul style="list-style-type: none"> Organizational Chart Key Roles and Responsibilities Committee participation Department Goals Manager Goals and Development Plan Annual Appraisals 	Director - Marie Boyle Reinman	<input type="checkbox"/>	<input type="checkbox"/>
3. Access to Care	<ul style="list-style-type: none"> Daily Ops (AM and PM) Bed Management EC to IP Throughput Transport/Teletracker 	Registration - Katherine Jenny (or designee)	<input type="checkbox"/>	<input type="checkbox"/>
4. Staff Development	<ul style="list-style-type: none"> Overview of Nursing Ed Process Halogen Mandatory requirements CBT – Computer-Based Training 	Nursing Education - Deb Briske	<input type="checkbox"/>	<input type="checkbox"/>
5. Financial Management	<ul style="list-style-type: none"> Budget Planning Staffing Plans Variance Analysis EPSI reports 	Financial Analyst - David Landmesser	<input type="checkbox"/>	<input type="checkbox"/>
6. Staffing	<ul style="list-style-type: none"> ANSOS access and training Scheduling Staffing Policies IRT Low Census, pulling, OT, staffing reports Access to payroll information - eTime 	Nursing Business Office - Janet Hamlin - Marty Sejnost-Goode Payroll Analyst	<input type="checkbox"/>	<input type="checkbox"/>
7. Recruitment/Retention	<ul style="list-style-type: none"> Position Control Position Manager access and Training Posting and recruitment policy Scheduling and coordinating Interviews Online Job Offer process 	Human Resources - Jamie Rabe	<input type="checkbox"/>	<input type="checkbox"/>
8. Service Excellence	<ul style="list-style-type: none"> HCAHPS overview Service Excellence training program Department initiatives 	Service Excellence - Mary Katherine Blaine	<input type="checkbox"/>	<input type="checkbox"/>
9. Performance Improvement	<ul style="list-style-type: none"> Department PI Plan Unit-based metrics and performance Peer Review program PSQI program 	Director Quality and Patient Safety	<input type="checkbox"/>	<input type="checkbox"/>
10. Computer/Communications	<ul style="list-style-type: none"> Phone/voicemail system Outlook access ETime ANSOS Oracle access Pager Help Desk requests Vocera GETelligence – Call light system 	IT - varies	<input type="checkbox"/>	<input type="checkbox"/>
11. Clinical Informatics	<ul style="list-style-type: none"> EPIC access and training SOFT access and training BCMA reports 	IT Informatics - Kari Haefner	<input type="checkbox"/>	<input type="checkbox"/>

12. Professional Practice	<ul style="list-style-type: none"> • PNC/UPC • Standards of Care • Policies/Procedures • Magnet status 	PNC - PNC Facilitator	<input type="checkbox"/>	<input type="checkbox"/>
13. Nurse Sensitive Indicators	<ul style="list-style-type: none"> • Nursing dashboard • NDNQI <ul style="list-style-type: none"> ○ Falls ○ Restraints ○ Pressure ulcers ○ Core Measures ○ CLABSI/CAUTI 	Nursing Business Office - Janet Hamlin	<input type="checkbox"/>	<input type="checkbox"/>
14. Human Resources	<ul style="list-style-type: none"> • Just Culture training • Review of HR policies <ul style="list-style-type: none"> ○ Reliability ○ Suitability ○ Counseling/PIP ○ FMLA 			
15. Infection Control	<ul style="list-style-type: none"> • Infection Control Policies • Hand Hygiene • Exposure management for staff and patients • Isolation issues 	Epidemiology - Gael Rodgers	<input type="checkbox"/>	<input type="checkbox"/>
16. Service Line Departments	<ul style="list-style-type: none"> • Reporting Structure <ul style="list-style-type: none"> ○ EVS, Dietary, transport, Imaging, H&V, Materials Management • Roles and Responsibilities • Committees 	Administrative Directors (or designee) - Kristen Cavender - Rob Kilpatrick	<input type="checkbox"/>	<input type="checkbox"/>
17. Pharmacy	<ul style="list-style-type: none"> • Roles & responsibilities • Pharmacy/Nursing Committee • BCMA • Pyxis reconciliation 	Pharmacy Director (or designee) - Tom Sullivan	<input type="checkbox"/>	<input type="checkbox"/>
18. Value Analysis Teams	<ul style="list-style-type: none"> • Supply Chain • VAT participation • Oracle Procurement access 	Materials Management - Cindy Harrison	<input type="checkbox"/>	<input type="checkbox"/>
19. Security	<ul style="list-style-type: none"> • Emergency Management Plan • Workplace Safety – Ekahau • SAFE classes 	Security - Frank Soullier	<input type="checkbox"/>	<input type="checkbox"/>

At the beginning of your orientation process, review the competencies above with your leader and determine priority areas for you. If you have any questions about your orientation, you can contact your leader or Human Resources.

During your orientation, you will meet weekly with your leader to evaluate your progress for 12 weeks.

When your orientation process is complete, you will continue to meet with your leader to review the outcomes and to identify future development goals.

A copy of this signed form will be kept in your personnel file.

Employee

Date

Leader

Date

Conclusion of Orientation:

Employee

Date

Leader

Date