**POSITION:** Head Nurse

**DEFINITION:** Responsible for the over-all management of assigned unit/section. He/She exercises clinical and administrative function and is directly responsible for its efficiency. He/She reports to the Division Chief.

**Qualification**

<table>
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<tr>
<th>Educational Attainment</th>
<th>Must be a holder of Bachelor Degree in Nursing Must have 18 units of Materal Degree (PHC Policy)</th>
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<tr>
<td>Eligibility</td>
<td>RN (RA 1080) Current PRC License</td>
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<td>Training</td>
<td>•Must have completed the following:</td>
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<td>◦Cardiovascular Nurse Practitioner Training Program (CVNP)</td>
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<td>◦Basic Management Course or its equivalent</td>
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<td>•Must have passed the Supervisory Index Test</td>
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<td>•Must be IV certified (PHC Policy)</td>
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<td>Experience</td>
<td>•Must have clinical experience in Critical Care for a minimum of 2 years</td>
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<td>•Must have two (2) consecutive VS (Very Satisfactory) performance rating prior to recommendation</td>
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<td>•Has acted as over-all charge nurse with VS performance</td>
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<td>Others</td>
<td>Must have no pending administrative case</td>
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Duties & Responsibilities:

I. Patient Care Conceptual (10%)

Technical (40%)

1. Implements short term goals in line with the philosophy and objectives of nursing service.

2. Implements an effective patient-focused care and safe environment based on patient care standards.

3. Interprets and implements nursing policies, procedures and monitors staff compliance.

4. Interprets and implements infection control and safety standards and monitors staff compliance.

5. Collaborates/coordinates efficiently all patient care activities with other health care disciplines.


7. Prepares and submits Budget proposal and ensure cost effective utilization of resources.

8. Implements for an effective family-centered care.

9. Submits accurate/comprehensive clinical and administrative reports.
II. Human Resource Management (30%)
   1. Participates in the implementation of effective unit orientation program and evaluates outcomes.
   2. Provides adequate and proper staff mix.
   3. Promotes professional growth of staff and implements matrix for staff development program.
   4. Identifies and enhances the skills/potentials of staff through unit committee assignments and other patient care activities and projects for unit improvement.
   5. Conducts continues performance evaluation of nursing personnel and implements appropriate strategies for work improvement.
   6. Facilitates the submission of requirements for deliberation and promotion of nursing personnel.
   7. Acts as resource speaker in Hospital and Nursing in-house training programs.
   8. Promotes self-professional growth and career development.

III. Research (15%)
   1. Assists/facilitates in the conduct of research studies.
   2. Implements approved research studies and monitors staff compliance.
   3. Evaluates research outcome for clinical practice.

IV. Others as Assigned (5%)
   1. Participates in Hospital/Nursing Service Committees as chairman/member.
   2. Serves as resource person and provides consultative services for unit projects.
   3. Serves as an official representative, OIC in the absence of the Division Chief.