

**Nurse Director**

Initial posting on 10/20/21;

Expires on 1/22/22

Dana-Farber Cancer Institute

Foxborough, MA

The Director of Nursing and Clinical Operations is responsible for the planning, implementation and evaluation of clinical operations, personnel management, and actively directs clinical oversight for the new Foxborough satellite, in a strong triad with the Medical Directors and the Operations Leadership for the site.  He/she acts as a liaison between the various clinical departments, disciplines, and patient services to ensure continuity.  This role is responsible for collaboratively driving DFCI clinical integration and coordination of standards, practices, policies, procedures, and reporting across: Nursing, Quality, Clinical IT, Pharmacy, and other clinical functions.  The role is accountable for actively tailoring and implementing care protocols and clinical management across satellite sites of care. In doing so, the Director aims to design and continually enhance the patients experience and patient access.  As a part of this, the role drives quality, safety, compliance, and reporting to meet external, regulatory, and DFCI standards (in collaboration with the Institute Compliance and Quality functions).  The Director also coordinates and convenes resources that collectively support the ability to deliver excellent patient care.  The Director uses extensive theoretical, evidence-based, and experiential knowledge to advance clinical practice, provide clinical leadership and direction, and promotes professional growth for staff.  The Director sits on the leadership team triads for DFCI satellites, where collective responsibilities include developing and managing clinical and non-clinical staff, implementing the DFCI collaborative vision and strategy for the clinical entity, and driving ongoing operational excellence (e.g., budgeting, performance improvement, etc.).

Located in Boston and the surrounding communities, Dana-Farber Cancer Institute is a leader in life changing breakthroughs in cancer research and patient care. We are united in our mission of conquering cancer, HIV/AIDS and related diseases. We strive to create an inclusive, diverse, and equitable environment where we provide compassionate and comprehensive care to patients of all backgrounds, and design programs to promote public health particularly among high-risk and underserved populations. We conduct groundbreaking research that advances treatment, we educate tomorrow's physician/researchers, and we work with amazing partners, including other Harvard Medical School-affiliated hospitals.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**Administrative:**

1. Serves as communication link/institutional liaison between DFCI and external organizations related to clinical and patient care specific issues.
2. Develops and implements departmental quality improvement plans that are consistent with the goals of the Institute.
3. Work with Medical Directors, Operations Leadership, and DFCI leadership to provide input for the operating budget for the clinics and plan for any capital requests. Monitors and evaluates expenditures throughout the fiscal year.
4. Participates in marketing for the clinics through fundraising events and outreach programs.
5. Works in collaboration with the Operations Leadership and Medical Directors to maintain administrative and clinical continuity within the DFCI satellites.
6. Supports strategies to promote and manage growth in patient activity within DFCI satellites in collaboration with other Senior Leaders.
7. Teams with DFCI Nursing Leadership to implement the short and long-term strategic goals for nursing at the DFCI satellites.
8. Coordinates participation in clinical quality initiatives.
9. Participates in DFCI satellite Leadership Meetings.
10. Acts as the nursing/clinical operations representative at internal and external forums.
11. Aligns satellite priorities and operations with DFCI’s overall vision, mission, and strategy.
12. Maintains knowledge of clinical industry standards disseminates knowledge to appropriate stakeholders.
13. Collaborates with network leadership to determine “metrics that matter” for judging success (e.g., referrals/indirect margin vs. direct margin) with input from DFCI leadership.
14. Carries out performance management process set by DFCI throughout clinical operations staff.
15. Collaborates closely with DFCI resources dedicated to support DFCI Laboratory, Compliance/Quality, and Pharmacy. Ensures compliance with regulatory agency requirements (DPH, CMS, and TJC).
16. Matrixed oversight of Clinical Research.

**Clinical Operations:**

1. Directs daily clinical operations of the units in collaboration with the site leaders resulting in a practice that reflects multidisciplinary collaboration and the Institute’s core values and promotes optimal patient and family-centered care.
2. Ensures that unit policies and procedures meet regulatory and Institute standards and are effectively communicated.
3. Assures efficient patient flow. Monitors outcomes through quality improvement processes. Supports process and performance improvement for patient facing-initiatives, such as scheduling and patient flow.
4. Assesses needs of the patient population served. Plans, implements, and evaluates systems instituted to meet those needs.  Makes appropriate changes when needed.
5. Monitors the environment of care with attention to patient safety.
6. Mobilizes resources to provide clinical coverage when needed.
7. Contributes to collaborative review of care protocols with the Medical Director and providers and ensures alignment with care teams as needed.
8. Acts as local interface and provides operational guidance to the clinical research, lab, pharmacy, social work, nutrition, spiritual care, and nursing resources supporting DFCI satellites.
9. Ensures the development and implementation of clinical educational programs that meet the educational needs of staff and offer opportunities for ongoing professional development.
10. Supports clinical site leaders in team/leadership development.
11. Works with leadership to establish, implement and evaluate performance standards/expectations for the clinical organization.
12. Implements plans to maintain Magnet accreditation, under guidance from Nursing leadership.
13. Provides input on, implements, and reports on clinical metrics, including: patient engagement, and clinical quality/safety such as patient satisfaction, pharmacy trends and costs, staffing levels, and medical error reporting.
14. Recognizes and responds to emergencies appropriately.

**Personnel Management:**

1. Assesses, plans and justifies the appropriate staffing resources to meet the clinical needs of departments.
2. Oversees the hiring, orientation, evaluation, coaching and mentoring of staff in accordance with Human Resource policies.
3. Assures staff compliance with required competencies and annual requirements.
4. Creates an environment where staff can perform at the highest level.
5. Promotes and actively engages in the professional growth and the development of staff.

**Quality Improvement:**

1. Works collaboratively with the Quality Improvement Department, Nursing and Patient Care Services, Medical Directors, Operational Leadership and staff in developing, leading, measuring and reporting of quality improvement initiatives.
2. Facilitates continuous quality improvement in processes and services.
3. Identifies, prioritizes and initiates multidisciplinary QI initiatives to ensure safety and an environment of clinical excellence and patient and family centered care.

**Professional Practice:**

1. Maintains involvement in professional organizations and community activities.
2. Demonstrates an understanding of the research process by facilitating the implementation of approved clinical and nursing research activities conducted within the Institute.

**Nursing Practice:**

1. Monitors and continuously improves the quality of nursing care delivered to adult patients.
2. Leads the development of professional nursing practice and standards.
3. Assures practice is evidence-based and consistent with DFCI nursing policies and procedures.
4. Ensures that professional nurses in all practice roles within areas of responsibility across Nursing and Patient Care Services adhere to the *Code of Ethics for Nurses with Interpretive Statements*(ANA, 2015).
5. Ensures adherence to ONS standards of professional nursing practice as well as all licensure/registration and certification requirements applicable to the nursing role.
6. Assures the implementation of the Synergy Model, Patient and Family Centered Care and the primary nursing model across all units in his/her portfolio.

**MINIMUM JOB QUALIFICATIONS:**

1. Master’s degree in Nursing.
2. Certification in Nursing. Oncology Nursing Certification from ONCC (OCN or other) and/or Nurse Executive certification is preferred.
3. Minimum of 3 years hematology/oncology experience.
4. Minimum of 3 year of nursing leadership experience.
5. Licensed as a Registered Nurse in the State of MA.
6. BLS Certification

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Knowledge and understanding of special needs and behaviors of age groups of the population served: young adult to geriatric.
2. Knowledge of clinical research.
3. Demonstrated leadership skills to lead staff at various levels within the DFCI satellites.
4. Demonstrated knowledge of budget planning, monitoring, and management.
5. Understanding of current financial and reimbursement issues in ambulatory care.
6. Demonstrated skills in critical thinking and problem solving.
7. Independently interacts with staff across multiple disciplines to accomplish goals. Effectively links into a highly collaborative, matrixed organization. Experience in leading teams of both clinical and non-clinical talent. Strategic and operational mindset.
8. Demonstrated skills with clinical operations analysis.
9. Critical thinking, collaboration and excellent communication skills.
10. Clinical expertise with in the care of the oncology and hematology patient population, including but not limited to administration of anticancer agents and blood products.

**Working Conditions:**

            Works in clinic and office settings with possible exposure to infectious diseases through airborne

            transmission or contact with blood or body fluids.

**To learn more and apply, please visit:** <https://careers.dana-farber.org/nurse_director>

*At Dana-Farber Cancer Institute, we work every day to create an innovative, caring, and inclusive environment where every patient, family, and staff member feels they belong.  As relentless as we are in our mission to reduce the burden of cancer for all, we are equally committed to diversifying our faculty and staff. Cancer knows no boundaries and when it comes to hiring the most dedicated and diverse professionals, neither do we. If working in this kind of organization inspires you, we encourage you to apply.*

*Dana-Farber Cancer Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.*