

Louisiana State Board of Nursing

17373 Perkins Road

Baton Rouge, Louisiana 70821

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LSBN Job Vacancy - Chief Nursing Officer

SUPERVISION RECEIVED: Executive Director/Appointing Authority/Chief Executive Officer

DEPARTMENTAL SUPERVISION EXERCISED: RN Practice/Credentialing; Center for Nursing; Education/Licensure; Advanced Practice

PROFILE: This highly responsible executive leadership position provides leadership, direction and administration of the four departments involved in nursing practice, licensure and education for the RN/APRN nursing profession in the state of Louisiana. The individual will insure compliance with LSBN's Mission, Vision, Values, and Strategic Plan and the implementation of quality, cost-effective nursing practice, licensure, education and workforce services. The CNO is responsible for RN Practice and Credentialing, the Louisiana Center for Nursing, Education and Licensure, and Advanced Practice. This individual will provide administrative management of the LSBN fiscal and human resources functions, direction of mission-driven activities, and health policy development within these specific departments. Monitors and assists Chief Executive Officer (CEO) with legislative proposals and rule making that impact the work of the Board.

The position requires management/supervision experience, a master's degree in nursing as well as an extensive knowledge of nursing practice, education and regulation. Master's degree in Nursing required, doctorate in nursing or related field preferred. Current licensure as a registered nurse in Louisiana; APRN preferred but consideration will be given to candidates with broad and deep nursing experience. Multivariate experience in nursing, including at least five (5) years of successful experience in administration is required. Experience in general nursing and in teaching nursing is beneficial.

GENERAL DUTIES (40% Total)

Maintains comprehensive knowledge of nursing practice, nursing education, nursing workforce, and nursing licensure issues. Works with the Board and CEO to develop and implement LSBN's strategic plan for effectiveness and resource alignment. Communicates LSBN actions to stakeholders, licensees and the public relative to his/her departments. Performs other duties as assigned by the CEO. Serves as designee on behalf of the CEO on legislative or stakeholders commissions, task forces, and committees. Monitors proposed legislation and advises CEO regarding relevance to the scope of practice for RN/APRNs or the work of LSBN. Provides information to legislators regarding the work of LSBN and specific legislative proposals that impact nursing practice, education, nursing workforce and licensure.

--Human Resource Management

Supervises the Director of Education/Licensure, Director of RN Practice and Credentialing, Director of the Louisiana Center for Nursing, and the Director of Advanced Practice. Assists with selection, orientation, setting performance expectations and retaining qualified staff necessary to carry out the functions of her/his departments. Properly documents and records employee behaviors and work product to support all employee performance rating, promotion recommendations, and disciplinary recommendations. Assures compliance with Civil Service regulations for all classified personnel under her/his direction. Complies with state and federal labor laws. Assures current written job descriptions and evaluations for all classified personnel within her/his purview in keeping with Civil Service regulations. Collaborates with the CEO and other Chiefs to establish policies and procedures to assure

effective recruitment, credentialing, selection, appointment, orientation, performance expectations, training and development of departmental personnel.

--Fiscal Management

Assists CEO and other Chiefs with accounting and budget functions for assigned departments. Assures compliance with the Budget Act. Works with CEO, accountant and Board to develop annual budget and implements the budget within her/his departments. Provides for an effective means of record keeping with respect to financial matters. Provides current information from assigned departments for bi-monthly reports to Board members. Oversees activities in assigned departments to comply with annual audit by external auditor.

COORDINATION AND SUPERVISION OF DEPARTMENTAL ACTIVITIES (60% Total)

--Nursing Practice

Supervises the Director of RN Practice and Credentialing and the Director of Advanced Practice to assure compliance with the standards of nursing practice through the interpretation of rules and regulations, declaratory statements and practice opinions approved by the Board. Oversees compliance with the nurse practice act and rules and regulations of the Board through collaboration with the CEO and Chief Regulatory Officer. Approves drafts of declaratory statements and practice opinions related to RN and APRN practice for presentation to the Board as Major Motions. Coordinates all Task Forces and Ad Hoc Committees appointed by the Board to address RN and APRN nursing practice issues.

--Education

Supervises the Director of Education and Licensure to review and approve programs of nursing preparing graduates of pre-licensure RN programs for RN licensure by examination. Also oversees the approval of APRN graduate programs including out-of-state programs seeking approval to provide clinical instruction in Louisiana to APRN students. Responsible for assuring compliance of educational programs with the rules and regulations of the Board. Assures compliance with the rules and regulations of the Board related to student admission to pre-licensure, clinical nursing courses.

--Nursing Workforce

Supervises the Director of the Louisiana Center for Nursing in the administration of workforce initiatives, data collection, analysis, and reporting. Assists with the collection and dissemination of supply data regarding the Louisiana nursing workforce. Collaborates with LCN Director and the Board to determine priorities of the LCN. Coordinates studies and reports pertinent to the priorities established by the Board. Engages stakeholders as appropriate to enhance the work of the LCN.

--Licensure

Supervises the Director of Education and Licensure, Director of RN Practice and Credentialing, and the Director of Advanced Practice to develop methodologies for the appropriate screening and initial licensure of persons who meet the requirements of the Nurse Practice Act and the Rules and Regulations and policies and procedures of the Board for initial RN and initial APRN licensure. Supervises appropriate screening and endorsement procedures for RNs and APRNs who meet the requirements of the Nurse Practice Act and the Rules and Regulations of the Board for practice in Louisiana. Coordinates the process of license renewal with the Chief Administrative Officer for all RNs and APRNs who meet the requirements of the Nurse Practice Act and the Rules and Regulations of the Board. Provides data to the Board regarding licensing information at every Board meeting. Coordinates with the Chief Administrative Officer to publish an annual roster of RNs/APRNs and provides for its dissemination.

GLOBAL LEADERSHIP STANDARDS

- Champions new initiatives. Acts as a catalyst of change and stimulates others to change. Manages change implementation effectively.
- Encourages and rewards others for innovative ideas and to look at problems in a new ways. Provides consistent support for those who are willing to take risks.
- Consistently analyzes the market and uses benchmark data to design and implement new or cutting edge programs/processes. Ensures operations meet or exceed outside regulatory/accreditation requirements.
- Establishes performance indicators with measures. Uses statistical and quantitative information to manage quality. Analyzes, prioritizes and implements improvement opportunities.
- Encourages staff to compare processes and established protocols and identify new methods of doing the work.
- Makes active attempts to influence events to achieve goals.
- Recruits, trains, supports and promotes people who have a passion for their work and the work of LSBN.
- Respects and appreciates the contributions of a diverse work force.
- Provides staff with the safe work environment and necessary tools to excel in their role.
- Creates standards of excellence, builds and monitors commitment and sets a positive example for others to follow.
- Fosters a spirit of collaboration across departments; recognizes and rewards good performance; respects work/life issues of others.

Salary: Negotiable.

Job Type: Unclassified, Job Appointment