

**JOB TITLE: Chief of Nursing Affairs**

**GRADE: 15**

**RESPONSIBLE TO:** Deputy Chief Operating Officer, Medical & Clinical Operations

**BASIC FUNCTION:** Responsible for the leadership and strategic direction of Nursing and the Nursing Education & Research at KFSH&RC. S/he will be a member of the Hospital's Executive Medical Team and will work in collaboration with the Deputy Chief Operating Officer of Medical and Clinical Operations. S/he will be responsible for directing and implementing administrative policy and operational activities within Nursing Affairs and representing KFSH&RC at national and international events. S/he will act as an ambassador for the hospital at all times.

**PRINCIPAL DUTIES:**

- Develops and implements a strategic plan for nursing in keeping with the hospital's overall strategy, mission, resource allocation and operational policies.
- Liaises with nursing staff at all levels to ensure effective communication and motivation of staff across the Nursing Division. Provides counsel and guidance to nursing staff as indicated.
- Supports the professional development of nurses throughout the organization and identify development needs across the Division. Plans training programs in collaboration with the Nursing Education & Research and Training & Development Departments to address identified needs. Develops Nursing Management competencies and skills, and promote education and training to support this effort.
- Collaborates with the medical leadership, other hospital departments and staff to promote the most effective and efficient patient/family care within the available nursing resources from outpatient visit to admission through discharge.
- Plans operational and capital budgeting in collaboration with medical and financial colleagues. Accountable for the Nursing Affairs' budget and the delegation of responsibility to the nursing management team for the day-to-day use of resources. Monitors budgetary activity for Nursing Affairs as a whole and ensures that a balance between quality nursing care and budget requirements is maintained.
- Ensures continuous performance improvement across Nursing Affairs and support the development of multidisciplinary collaborative practice that improves the quality, appropriateness and efficiency of patient care across the organization. Establishes and monitors policies and procedures that support high standards of nursing practice that are in keeping with the overall hospital policy and those required by external regulators and accreditors.
- Ensures the retention of high quality nursing staff, and the recruitment of well-qualified and experienced staff. Promotes nursing as a professional career nationally and promote initiatives to encourage Saudi nurses to join the nursing team.
- Ensures the expansion of management information systems across the Nursing Division in keeping with the hospital's strategic plan.
- Ensures quality nursing educational programs, clinical experiences, and research across Nursing Affairs.
- Participates in research publication and performance improvement activities.
- Follow all Hospital related policies and procedures.
- Participates in self and other's education, training and development, as applicable.
- Performs any other related duties as assigned.

**EDUCATION:**

Master's degree in Nursing or Hospital Administration or related discipline required. Current Registered Nurse licensure from country of origin and Saudi Council for Health Specialties required.

**EXPERIENCE & OTHER QUALIFICATIONS:**

Twelve (12) years administrative experience at a senior nursing level in a large complex hospital or health care institution.

APPROVED/DATE:	PREPARED BY:	JOB CODE:	DEPARTMENT:
JAA 1425	Dr. Khalid Al-Sharhani	1247	Nursing Affairs
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