

Position: Nurse Manager

Unit: Medical Surgical

The Nurse Manager is responsible to manage patient care within the framework of Patient Centered Care (PCC), provides operational and administrative management for the assigned unit. Oversees and manages the unit staff professional development activities. Ensures proper unit staffing and observes and evaluates work environment. The NM shall ensure that care is provided in an ethical and compassionate manner. The NM supports good communication between professionals and across different departments.

Tasks & Duties

- Checks that nursing care plan is completed, documentation is accurate and contributes to the discharge planning process.
- Identifies unsafe practices and intervenes immediately and initiate emergency measures as necessary.
- Interfaces with patients and family to ensure that care is consistent with their expectations.
- Assesses proper functioning of all equipment in the unit and refer to the support if equipment is out of order.
- Demonstrates competence and efficiency by: analyzing diversified information, problem solving, customer service, oral and written communication, personnel management, quality management, institutional support, strategic thinking, judgment, planning and organizing, adaptability, punctuality and attendance, dependability and initiative.
- Oversees and manages the unit staff professional development activities. Ensures proper unit staffing, observes and evaluates work environment.
- Assists in team building, takes active interest in subordinate welfare, safety and development. Provides attention to and invest in creating a healthy work environment.
- Motivates his subordinates in order to achieve maximal performance.
- Manages conflict, resolves subordinate concerns at the departmental level.
- Communicates effectively and consistently administrative directives to personnel and encourages interactive departmental meetings and discussions.
- Facilitates and collaborates with other intra and interdisciplinary staff; communicates and coordinates with other departments to ensure quality patient care.
- Assigns staff based on census, level of acuity and staff experience.
- Interviews, orients and inducts new recruits.
- Is responsible to meet and maintain recommendations and regulations on the unit.
- Conducts performance appraisal and gives recommendations for personal and professional advancement.

- Implements quality measures to reduce variation and improve processes within the department or service and establishes clear-cut, measurable standards of care and Key Performance Indicators and collects data.

Job Qualifications and Requirements

- BS in nursing. DU in Nursing specialty & a Master degree are preferred.
- Possessing Work permit from Ministry of Health
- Five years of experience in the medical surgical field
- A minimum of two years of experience as a Nurse Manager or in-charge position is preferred
- Has good communication skills (English & Arabic)

Kindly apply on www.bmc.com.lb or call us on 71-539000