



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Director of Nursing & Quality		
<b>DEPARTMENT:</b>	Operations		
<b>REPORTS TO:</b>	Chief Operations Officer		
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	E104
<b>EEO:</b>	First/Mid-Level Officials & Managers	<b>REVISION DATE:</b>	9/2025

### JOB SUMMARY:

Responsible for overseeing all clinical nursing operations and ensuring the delivery of high-quality patient care. This role provides supervision and direction to nursing staff, manages quality improvement initiatives, and ensures compliance with regulatory standards and best practices. Serves as GHC's QI/QA Program Director overseeing Quality Improvement program and initiatives. This includes monitoring effectiveness by collecting, analyzing, and reporting relevant data. The Director of Nursing & Quality ensures regular quality review meetings are conducted, findings are documented, and action plans are developed and tracked.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises clinical support staff including nurses and medical assistants. This includes recruitment, hiring, orientation, ongoing development, performance and disciplinary evaluation.
- Responsible for oversight and clinical compliance across clinical systems such as sterilization, point-of-care lab, clinical devices, inventory management.
- Oversee and support immunization services.
- Oversee daily clinical operations in collaboration with the COO and CMO to ensure high quality patient care
- Collaborate with the office manager on front office activities supporting high quality patient care.
- Coordinate and manage clinical support staff scheduling in partnership CMO, ensuring alignment with provider schedules and operational needs.
- Ensure compliance with regulatory standards, accreditation requirements, and evidence-based nursing practices
- Maintains and updates nursing and quality policies and procedures in collaboration with the COO
- Review, evaluate, and continuously improve clinical workflows, including enhancements to processes and optimization of the electronic health record (EHR) system.
- Support professional development and training for nursing staff to promote continuous learning and excellence

- Serves as the QA/QI Program Director
  - Ensures QA/QI operating procedures are implemented and updated as necessary
  - Ensures QA/QI assessments are conducted
  - Monitors the outcomes of QA/QI activities and performance
- Conduct regular quality review meetings. Serves on the Board of Directors QA/QI committee.
- Develop, implement, and monitor quality improvement initiatives, under the GHC QA/QI Plan.
- Collect, analyze, and report data to assess and monitor the outcomes of QA/QI activities and performance measures
- Maintain accurate records and documentation for quality assurance and regulatory compliance.
- Other duties as assigned

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Work Experience:** Minimum of five years' experience in Nursing. Two to three years' experience in leadership. Community Health Center experience preferred.

**Education, Certification and Licensure:** Post secondary education in Nursing. Maintain current, active license with the State of Alaska as a Licensed Practical Nurse or Registered Nurse.

### Knowledge, Skills, and Abilities:

- Strong understanding of the English language, including grammar, usage, and composition
- Excellent writing skills
- Basic computer skills and experience with computer programs such as Microsoft Office
- Ability to speak clearly, concisely, and effectively; ability to listen to and understand information and ideas presented verbally
- Ability to learn, organize and communicate technical subject matter to others
- Organizational and time management skills
- Ability to manage multiple tasks and establish priorities
- Ability to work independently
- Skills in assertiveness and communication
- Ability to work effectively with others and promote a team environment
- Ability to utilize various office machines including copiers, computers, fax machines, calculators
- Promote GHC's Mission, Vision, and Values

### PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, and may be required to lift up to 50 lbs.

Work is performed in a healthcare clinic and office setting. GHCI is a tobacco-free campus.

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

Girdwood Health Center Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Persons alleging unequal treatment should contact the Chief Executive Officer.

The undersigned have read this job description and agree that it defines the position as it currently exists. The undersigned also understands that the above is intended to describe the general content of and requirements for this job. It is not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

_____ /	_____	_____
<b>Employee Name</b>	<b>Employee Signature</b>	<b>Date</b>
_____ /	_____	_____
<b>Supervisor Name</b>	<b>Supervisor Signature</b>	<b>Date</b>