



Mission: UAMS Medical Center provides patient centered, cost effective **CARE** through a healthcare system committed to education and research.

CARE Values
 Compassion
 Positive Attitude
 Respect
 Excellence

Clinical Programs

Job Title: ASSOCIATE DIRECTOR - RESOURCE MANAGEMENT

Job Description Performance Appraisal

Reports to: Associate Hospital Director

EMPLOYEE NAME _____
 (Please Print)

Performance areas

- I. GUEST RELATIONS 25%
- II. SAFETY AND EMERGENCY PREPAREDNESS 10%
- III. INSTITUTIONAL/PROFESSIONAL STANDARDS 5%
- IV. PROCESS IMPROVEMENT 5%
- V. PERFORMS ROLE OF REGISTERED NURSE 50%
- VI. PROFESSIONAL GROWTH 5%

Qualifications

*Licensed as a Registered Nurse by the State of Arkansas
 Baccalaureate degree in nursing required
 Membership in a professional nursing organization desirable
 A minimum of five years nursing experience, preferably in a teaching hospital
 Willingness to obtain ANCC certification in his/her specialty

Overview

The Associate Director has responsibility for the administration of a designated area. This includes intermediate and long-range program planning, evaluation, budgetary review, and productivity review. This middle-level manager has the responsibility and accountability for the development and guidance of designated managers and staff to meet decentralized unit objectives and department of Nursing goals. The Associate Director integrates the nursing areas of responsibility with other functional areas of the hospital in the mutual achievement of organizational goals. The Associate Director practices within the limits of the Nurse Practice Act of the State of Arkansas, adheres to institutional policies, procedures, and standards, and is accountable for his/her own nursing interventions. The Associate Director adheres to and promotes the Guest Care Guidelines.

Annual Training Competency	
Age Specific Competency	
Corporate Compliance	
HIPAA	
Annual Requirements Module	

Ages served:	(Check appropriate box.)
Neonate <30 days	
Infant >30 days <1yr	
Pediatrics >1 yrs <13 yrs	
Adolescent <13 yrs - 18 yrs	
Adult >18 yrs <65 yrs	
Older adult >65 yrs	

Job Specific Competencies

1	
2	
3	
4	
5	

I have read and do understand the description of my position with UAMS Medical Center.

 EMPLOYEE'S SIGNATURE

DATE