

## **SICU - LEAD APP JOB DESCRIPTION AND APPOINTMENT PROCESS**

---

### **PURPOSE AND RESPONSIBILITIES OF THE POSITION:**

- Provide a consistent and efficient line of communication between the MDSCC Medical Director, the MDSCC leadership group, and the SICU APPs, leading to a better organized and informed APP practice
- Assure the communication of quality, performance, and documentation expectations set by the MDSCC leadership and Assistant Director for Advanced Practice Nursing across the SICU APP group
- Facilitate communication between the MDSCC Medical Director, MDSCC leadership, and the Assistant Director of Advanced Practice Nursing to help ensure consistency of SICU APP practice model within the larger critical care practitioner practice model
- Facilitate the involvement of all members of SICU APP group with the quality, process improvement, and educational initiatives of the MDSCC
- Maintain clinical involvement on SICU APP shifts
- Represent the SICU and APP group within VUH Critical Care APN Leadership and contribute to the integrity and growth of VUH Critical Care Advanced Practice.
- Involvement with the creation and management of the orientation process for the SICU APP team
- Inclusion in all interviews for those seeking employment with the SICU APP team
- Facilitate delegation of certain roles of the SICU APP team at large as agreed upon by the team, MDSCC Medical Director, and Assistant Director of Advanced Practice Nursing
- Responsible for the agenda and leading the monthly SICU APP meeting

### **CLINICAL DUTIES AND SHIFT EXPECTATIONS:**

- The lead position is expected to weight clinical practice during nightshift or dayshift
- Rotate across weekends and nights, if needed, with an adequate frequency to understand specific needs of those shifts, making himself/herself available for communication of needs/problems/needed improvements to follow up with the MDSCC Medical Director and/or the Assistant Director of Advanced Practice Nursing.
- Allow for least 12 hours per month of administrative/nonclinical time to accomplish tasks and follow up for projects, research, and leadership communication in order to facilitate an organized and efficient SICU APP team that is aware of the needs of MDSCC leadership and ongoing initiatives.
- The Lead APP will have the opportunity to work dayshift or nightshift, given that the other obligatory duties of the Lead APP role can be met.
- If deemed necessary, a regularly scheduled one-on-one meeting time may be scheduled with the medical director.

April 2015

## **SICU - LEAD APP JOB DESCRIPTION AND APPOINTMENT PROCESS**

---

- Maintain a schedule that allows this position to attend the following meetings:
  - MDSCC Leadership
  - MDSCC
  - SICU PI – in a facilitating communication role; or assigned designee
  - SICU M&M – in a facilitating communication role; or assigned designee
  - MDSCC APP billing meetings and projects
  - MDSCC APP meetings with leadership – May, Kapu, Weavind
  - VUH Critical Care Advanced Practice Leadership meetings

The Lead APP will attempt to work at least one consistent day during the week, as the group schedule allows, to better facilitate attendance of these meetings, preferably Tuesdays.

### **APPOINTMENT PROCESS:**

- Applications from the entire SICU APP group will be requested by the MDSCC Medical Director and Assistant Director of Advanced Practice Nursing
- Opportunities for interviews with the APP team, MDSCC Medical Director, and Assistant Directory of Advanced Practice Nursing will be made available as required
- Appointment of the position will be made by the Medical Director in conjunction with the Assistant Director of Advanced Practice Nursing after considering information from the process outlined above

### **Current Availability of Lead APP:**

- Lead APP to be present on unit every 3<sup>rd</sup> and 4<sup>th</sup> Tuesday of the month during dayshift.
- Lead APP to keep Outlook schedule updated and share with MDSCC team.
- If working nightshifts, Lead APP to be available before 9am and after 3pm on scheduled clinical shifts.

Original Document Developed November 16, 2013

Billy Cameron ACNP-BC

Addison May, MD

Updated April 21, 2015

Caroline Banes ANCP-BC

Billy Cameron ANCP- BC