Title: Director
Department: Health Policy and Nursing Practice
Reports to: Deputy Executive Officer
Collective Bargaining Status: Union
Employee Status: Administrative
Pay: Salary
Last Revised: July 1, 2015

Purpose
The Director, Health Policy and Nursing Practice is responsible to coordinate, and evaluate activities of the Health Policy and Nursing Practice Department. The Director is responsible to answer questions for members and those interested in the field of nursing about how laws, rules and trends impact the practice of nursing. Other responsibilities include developing and maintaining a grassroots lobbying program, working cooperatively with ONA’s leadership, staff, outside lobbyists and other stakeholders to contribute to optimum representation of the Association’s legislative, political interests, and outreach for building strength in ONA’s voice for the nursing profession.

Essential Functions
- Contributes to the development, evaluation, and revision of the philosophy of the Health Policy and Nursing Practice programs.
- Collaborates with ONA leadership on forming long and short range goals for the Health Policy and Nursing Practice programs.
- Researches and analyzes health policy issues, most recent nursing practice evidence and the impact of both on nurses, the delivery of health care, the Association and the nation.
- Prepares reports reflecting health policy trends, updates on nursing practice and have foresight on the impact on the nursing profession as basis for making business strategic decisions.
- Takes initiative to identify and act on new opportunities related to health policy and nursing practice to enhance association efforts and minimize problems.
- Collaborates with other departments of ONA on common program projects and to increase collaborative efforts of overall operation of the Association.
- Raises awareness of, influences and promotes health policy initiatives to Association leadership, staff, and members to encourage participation in the legislative process.
- Review of legislative documents, biennial budget bill and all bills of ONA interest in consultation with Association Lobbyist.
• Prepares written and oral testimony for submission or presentation on proposed legislation and/or regulation on behalf of ONA.
• Establishes relationships with representatives from other Associations, agencies, and interest groups relative to health policy and nursing practice.
• Establishes and maintains an effective legislative, political and professional network.
• Helps to create, review, evaluate and revise the philosophy of the Nursing Practice Department.
• Develops long and short ranges goals for the Nursing Practice Department.
• Prepares and submits annual budget requests for program areas and manages approved budget.
• Reviews and analyzes nursing practice trends and their impact on nurses, the delivery of health care, the Association and other areas.
• Maintains and updates Nursing Practice statements and positions.
• Takes initiative to identify and act on new opportunities related to Nurse Practice to enhance results and minimize problems.
• Collaborates with other departments on issues related to program responsibilities or overall operation of the Association.
• Facilitates activities of the ONA Council on Practice.
• Submits written reports of departmental activities as requested by the supervisor or designee.

**Grassroots Lobbying**
• Develops, cultivates and maintains a grassroots lobbying program.
• Identifies, develops and implements programs and business strategies to increase ONA’s grassroots lobbying efforts, including, but not limited to the legislative liaison program.
• Educates and consults with members on how to participate in a grassroots program and the importance of the program to nurses and the nursing profession.

**Political Contributing Entity Activity (PCE)**
• Develops and implements fundraising efforts to increase funding for the ONA PCE accounts.
• Maintains up-to-date knowledge of Ohio campaign finance laws and ensures that the PCE adheres to them.
• Ensures ONA PCE accounts receive monthly funding in a timely fashion pursuant to ONA policy.
• Monitors PCE finances and ensures timely and effective use of ONA PCE funds, in collaboration with ONA leadership, outside lobbyist and in accordance with ONA policy.
• Recommends endorsements of ONA’s candidates, in collaboration with ONA leadership and outside lobbyist and in accordance with ONA policy.
• Organizes and motivates nurse volunteers, and coordinates volunteer efforts in targeted state races.
• Represents the Association at political fundraisers.
• Frequently works extended and flexible hours including evenings and early mornings to meet the demands of political events, hearings and activities.
• Contributes to preparation and filing of necessary campaign finance and election reports.
• Ensures accurate and timely completion of state required lobbying reports.

**Consultation to Members, the Community, and Interested Parties**
• Contributes to the coordination, communication, and meetings of the Health Policy Council.
• Contributes to the coordination, communication and meetings of the Nursing Practice Council.
• Provides consultation and assistance to district nurses associations regarding health policy and nursing practice awareness, compliance and implementation.
• Coordinates and develops educational activities designed to increase ONA members’ knowledge of the legislative, political processes, and nursing practice updates.
• Develops and implements programs that encourage constituent associations’ legislation committees to be actively involved in local legislative affairs and local political activities.
• Provides consultation to structural units and constituent associations on legislative and political issues.
• Develops and implements communication strategies regarding federal and state legislative and regulatory activities using social media outlets and other forms of media in conjunction with the Director of Communications.
• Serves as a speaker for educational programming on topics related to health policy and nursing practice. Delivers presentations and continuing education to members of the legislature, interested party groups and nursing students.
• Provides ongoing staff services to organizational units related to nursing practice.
• Provides consultation and assistance to districts
• Provides consultation to staff nurses, local units, nurse administrators, federal and state regulatory bodies, and consumer groups regarding nursing practice.
• Contributes to the Ohio Nurses Foundation efforts and the work of special interest caucuses as assigned.

Communications
• Contributes to internal and external communication systems for data collection.
• Prepares and contributes articles and independent studies related to program areas for the Ohio Nurses Review and the Ohio Nurse and other Association venues.
• Identifies grant opportunities for the Association and contributes to the writing of grant proposals.
• Provides nursing practice information to Communications Department for distribution to members via all types of media.
• Develops programs and independent studies for continuing education.
• Serves as a speaker for educational programming on topics related to healthcare policy and nursing practice.
• Provides presentations to nurses or other community members.
• Reviews, develops and revises position statements for the Association.
• Assures that all marketing and public relations communications intended for public release are reviewed by the Director, Communications.

Relationship Building
• Contributes as an ONA representative and/or coordinates liaison representation to other organizations as assigned such as Ohio Department of Health, Ohio Department of Aging, Ohio Board of Nursing, Department of Developmental Disabilities, and Columbus Health Department etc.
• Identifies opportunities to partner with these organizations and executes on these initiatives.

Other Duties
• Facilitates, attends, conducts and staffs ad hoc meetings and events related to legislative and regulatory activities such as the Nursing Leadership Summit and Nurses Day at the Statehouse.
• Mentors students.
• Participates in the coordination and preparation of the biennial convention and other association events.
• Represents the Association as a staff member at the biennial convention.
• Contributes to the preparation of the annual budget requests for program areas and contributes to the management of the approved budget.
• Participates in staff meetings and other required meetings, seminars, and Association events.
• Takes ownership of assigned responsibilities and work product.
• Submits time electronically per Association policy.
• Submits credit card statements, if necessary, by the deadlines established.
• Respects computer and laptop service requests and responds timely when action is required.
• Provides information on calendar to assist other staff in knowing availability.
• Maintains documents in a format that makes them readily accessible to other staff in accordance with office policy.
• Travels throughout Ohio. Travels nationally occasionally. Overnight trips occasionally.
• Other duties as assigned.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Typical Physical Requirements

• Regularly uses a telephone and e-mail system for communication.
• The person in this position frequently communicates with coworkers and Association contacts that have inquiries. Must be able to exchange accurate information in these situations.
• The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
• The person in this position frequently operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
• This person must be able to drive.
• Light work – Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Employment Standards

Knowledge of:
• Overall mission of the American Nurses Association and Ohio Nurses Association (learn on the job).
• Nursing practice.
• Nursing legislation.
• Health Policy at the local, state, and federal level.
• The state legislative and lobbying process.
• Effective communication strategies.
• Effective oral and written communication skills.
• Excellent interpersonal skills.

Skill in:
• Persuading and negotiating.
• Consulting with Association members and other stakeholders.
• Public speaking and making presentations.
• Leading and facilitating meetings.
• Developing and implementing business strategies.
• Reviewing, editing and writing documents.
• Microsoft Office – Excel, Word, Access, Outlook and Power Point.
• Analytical thinking with attention to detail.

 Ability to:
• Organize work priorities
• Conduct research on relevant laws, regulations and issues related to health policy and the nursing profession.
• Identify new opportunities and act on them to enhance results.
• Represent the Association in a positive and professional way.
• Demonstrate a helpful, accepting attitude towards members and others.
• Relate to and establish rapport with all types of people.
• Learn new things.
• Advocate on behalf of nurses.
• Stay current on health care and nursing issues.
• Analyze data, identify health policy trends, and recommend a course of action.
• Stay abreast of current events in health care.
• Prioritize and manage multiple projects simultaneously.
• Work with individuals and groups.
• Solve problems and troubleshoot.
• Develop and deliver presentations.
• Use diplomacy and tact when dealing with others.

Additional knowledge, skills and abilities may be required to perform additional tasks specific to work or special assignments.

Desirable Education and Experience

Any combination of education and experience, which would likely produce the necessary knowledge and abilities, is qualifying.

• Requires a bachelors in Nursing or higher nursing education level.
• Masters degree preferred
• 3-5 years experience in clinical nursing practice and/or legislative and policy development.
• Current RN license in Ohio.
• Current Ohio driver’s license.
• Willing to travel.
• Maintain eligibility for auto insurability through ONA’s carrier.
• Membership in ONA or another SNA.
• Commitment to working flexible hours (specifically, ability to attend early morning and evening political and legislative events).
• Must live in or near Columbus.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such office environments. Observance of all safety rules and guidelines is imperative and expected at all times. The employee may be exposed to chemical compounds found in an office environment.

Employee Signature

Ohio Nurses Association is an Equal Opportunity Employer
I have read the above job description and understand its contents. I understand that the information contained herein is not intended to be an exhaustive list of all responsibilities, duties and qualifications required of in performing the job.

_____________________
Name (Please Print)

_____________________
Signature

_____________________
Date