Nurse Administrator  
UTMB Center for Polar Medical Operations

Job Summary:
The Nurse Administrator provides administrative leadership, consultation, and support for the United States Antarctic Program (USAP) McMurdo Station medical department during the austral summer season. This position provides administrative continuity and nursing care to staff and patients participating in the USAP while coordinating with the Galveston Headquarters Management Team.

Essential Job Functions:

- Serves as on-site communication liaison for medical affairs and medical department management between UTMB, Antarctic Support Contract (ASC), McMurdo station management and the liaison nurse in Christchurch, NZ.
- Facilitates on-site problem solving and consultation through a coordinated program-wide approach.
- Objectively evaluates/documentation performance of personnel and takes corrective action as appropriate.
- Maintains a continuous physical presence within the clinic and responds to requests for assistance.
- Facilitates patient flow, communication, and problem resolution.
- Manages and/or assists in oversight of all station medical department operations; works in a collaborative relationship with the Physician to assure compliance with all applicable standards, rules, regulations, policies, procedures, and to achieve operative goals.
- Monitors and ensures that staff and patients have resources for effective, efficient services.
- Promotes, develops, and evaluates policies, processes, procedures, and systematic improvements.
- Actively pursues process improvements as determined by UTMB CPMO and derived from observed needs on station (efficiencies, lessons learned, etc.).
- Serves as a leader and role model for staff and other peers.
- Collaborate with station leadership and/or community to enhance medical’s presence and participate in meetings as requested (i.e. leadership committee and town hall meetings).
- Collaborates with the Physician, supporting stations, Galveston Headquarters Management Team, and program leadership to develop, implement and monitor a data driven quality improvement plan and effectively compiles data for purposes of identifying opportunities for performance and process improvements and makes recommendations for change and quality improvement initiatives.
- Leads / participates, as appropriate, in collaborative team approaches to developing and enhancing an integrated system of care.
- Manages and supervises assistive & support personnel.
- Monitors and promotes fair labor practices while providing leadership and support.
- Identifies and promptly addresses unsafe practices and other safety issues in the clinic.
- Ensures staff participation in all fire safety, MCI drills, orientation, privacy training, infection control, and other mandatory training as needed.
- Identifies appropriate internal controls for department; provides mechanisms to monitor and enforce compliance and held accountable as such.
- Responsible for high quality care with positive patient outcomes
- Promotes an environment that is sensitive to the culturally diverse needs of patients and staff
- Adheres to internal controls and reporting structure.
Marginal or Periodic Job Functions:
Performs a variety of marginal duties not listed, to be determined and assigned as needed.

Minimum Qualifications:
RN from an accredited professional nursing school. Minimum of six (6) years experience in health care. Requires supervisory experience with at least two (2) years as a Lead Nurse, Nurse Manager, or Clinic Administrator working in a primary care environment. Must possess and maintain a current nursing license to practice in the United States. Hold current BCLS and BTLS certification. ACLS, TNCC, and membership in one or more national nursing organizations preferred. Must be a US citizen and hold a valid US passport.

Equal Employment Opportunity:
UTMB Health strives to provide equal opportunity employment without regard to race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information or veteran status. As a VEVRAA Federal Contractor, UTMB Health takes affirmative action to hire and advance women, minorities, protected veterans and individuals with disabilities.