

JOB DESCRIPTION DIRECTOR OF NURSING

Name _____ Date of Hire _____

Purpose of Your Job Position

The primary purpose of your job position is to plan, organize, develop and direct the overall operation of our Nursing Department in accordance with current federal, state and local standards, guidelines and regulations that govern our facility and as may be directed by the Administrator and/or the Medical Director, to ensure that the highest degree of quality care is maintained at all time.

Delegation of Authority

As Director of Nursing, you are delegated the administrative authority, responsibility and accountability necessary for carrying out your assigned duties. In the absence of the Medical Director, you are charged with carrying out the resident care policies established by this facility.

Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

Administrative Functions

- Plan, develop, organize, implement, evaluate and direct the nursing department, as well as its programs and activities, in accordance with current rules, regulations and guidelines that govern the long-term care facility.
- Develop, maintain and periodically update written policies and procedures that govern the day-to-day functions of the nursing department.
- Develop, maintain and periodically update the Nursing Procedures Manual, and nursing objectives and philosophies.
- Assist the Quality Assessment and Assurance Committee in developing and implementing appropriate plans of action to correct identified deficiencies.
- Develop methods for coordination of nursing services with other resident services to ensure the continuity of the residents' total regimen of care.
- Develop, maintain and periodically update written job descriptions for each level of nursing personnel.
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc, as necessary.
- Maintain a reference library of written nursing material (i.e. PDR's, Federal and State regulations, etc.) that will assist the nursing department in meeting the day to day needs of the resident.
- Develop, implement and maintain an ongoing quality assurance program for the nursing department.
- Assist the Administrator and Director of Social Services in developing, implementing and periodically updating the written procedures for the Discharge Planning Program.
- Assist the Direct of Social Services in planning the nursing portion of the resident's discharge plan.
- Participate in surveys (inspections) made by authorized government agencies.
- Develop and implement a nursing department organization structure.
- Make written/oral reports/recommendations to the Administrator, as necessary/required, concerning the operation of the Nursing Department.

Committee Functions

- Serve on, participate in and attend various committees of the facility as required and as appointed by the Administrator.
- Provide written and/or oral reports of the nursing programs and activities as required, or as may be directed by such committee(s).
- Develop, maintain, implement and periodically update written policies and procedures for the administration, storage and control of medications and supplies.
- Schedule, attend and participate in developing the agenda for Care Plan Committee meetings as necessary.
- Attend and participate in the Quality Assurance and Assessment Committee functions as required or as necessary.
- Utilize appropriate recommendations made by established committees as they pertain to nursing services.

Personnel Functions

- Determines staffing needs of the Nursing Department necessary to meet the total nursing needs of the residents.
- Recommend the number and level of nursing personnel to be employed.
- Assist the Administrator in the recruitment and selection of nursing personnel.
- Assign a sufficient number of LPN's and/or RN's for each tour of duty to ensure that quality care is maintained.
- Assign a sufficient number of nursing assistants for each tour of duty to ensure that routine nursing care is provided to meet the daily nursing care needs of each resident.
- Supervise the development of work assignments and the scheduling of duty hours.
- Delegate to nursing supervisory personnel the administrative authority, responsibility and accountability necessary to perform their assigned duties.
- Make daily rounds of the nursing department to ensure that all nursing personnel are performing their work assignments in accordance with acceptable nursing standards.
- Monitor absenteeism to ensure that an adequate number of nursing personnel are on duty at all times.
- Review complaints and grievances made or filed by department personnel.
- Make appropriate reports to the Administrator as required or as may be necessary, including departmental performance evaluations.
- Ensure that disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap or marital status.

Nursing Care Functions

- Participate in the interviewing and selection of residents for admission to the facility.
- Provide the Administrator with information relative to the nursing needs of the resident and the nursing department's ability to meet those needs.
- Review nurses' notes to ensure that they are informative and descriptive of the nursing care being provided and that they reflect the resident's response to the care.
- Make rounds with physicians as necessary.
- Encourage attending physicians to record and sign progress notes, physicians' orders, etc., on a timely basis and in accordance with current regulations.
- Schedule daily rounds to observe residents and to determine if nursing needs are being met.
- Monitor medication passes and treatment schedules to assure that medications are being administered as ordered and that treatments are provided as scheduled.
- Provide direct nursing care as necessary.
- Authorize the use of restraints when necessary and in accordance with our established policies/procedures.

Staff Development

- Develop and participate in the planning, conducting and scheduling of timely in-service training classes that provide instructions on “how to do the job”, and ensures a well educated nursing department.
- Develop, implement and maintain an effective orientation program that orients the new employee to the facility, its policies/procedures and to his/her job position/duties.
- Provide leadership training that includes the administrative and supervisory principles essential for Charge/Staff Nurses.
- Encourage the nursing staff to attend/participate in outside training programs. Schedule time as appropriate.
- Assist support services in developing, implementing and conducting in-service training programs that relate to the nursing department.
- Attend and participate in continuing educational programs designed to keep you abreast of changes in your profession, as well as to maintain your license on a current status.

Safety and Sanitation

- Assist the Safety Committee in developing safety standards for the Nursing Department.
- Monitor nursing personnel to assure that they are following established safety regulations in the use of equipment and supplies.
- Ensure that nursing work areas (i.e. nurses’ stations, medication rooms, etc.) are maintained in a clean and sanitary manner.
- Ensure that all resident care rooms, treatment areas, etc., are maintained in a clean, safe and sanitary manner.
- Ensure that all nursing personnel follow established departmental policies/procedures, including appropriate dress codes.
- Ensure that all nursing personnel follow established departmental policies/procedures, including appropriate dress codes.
- Ensure that nursing personnel participate in and conduct all fire safety and disaster preparedness drills in a safe and professional manner.
- Assist the Infection Control Committee in the development, implementation and revising of written aseptic and isolation techniques.
- Develop, implement and maintain a program for monitoring communicable and/or infectious diseases among the residents and personnel.
- Ensure that nursing personnel follow established infection control procedures when isolation precautions become necessary.
- Develop, implement and maintain a procedure for reporting actual/potential hazardous conditions or equipment.

Equipment and Supplies

- Recommend to the Administrator the equipment and supply needs of the department.
- Assure that a stock level of medications, medical supplies, equipment, etc., is maintained on premises at all times to adequately meet the needs of the resident.
- Assist the Maintenance Director in developing a preventive maintenance program for maintaining the nursing department’s equipment and supplies in a safe and operable manner.
- Develop and implement procedures for the safe operation of all nursing service equipment.
- Ensure that only trained and authorized personnel operate the department’s equipment.
- Ensure that all personnel operate nursing service equipment in a safe manner.
- Develop and implement procedures that ensure nursing service supplies are used in an efficient manner to avoid waste.

Care Plan and Assessment Functions

- Supervise and/or develop preliminary and comprehensive assessments of the nursing needs of each resident.
- Supervise and/or develop a written plan of care (preliminary/comprehensive) for each resident that identifies the problems/needs of the resident, indicates the care to be given, goals to be accomplished, and which professional service is responsible for each element of care.
- Insofar as practical, encourage resident participation in the development and review of his/her plan of care.
- Assist in the scheduling of care plans and assessments to be presented and discussed at each care conference.
- Ensure that all personnel involved in providing care to the resident is aware of the care plan and that care plans are used in administering daily care to the resident.
- Review nurses' notes to determine if the care plan is being followed.
- Develop and maintain a good rapport with all services involved with the care plan to ensure that a team effort is achieved in developing a comprehensive plan of care.

Budget and Planning Functions

- Prepare and plan the Nursing Department's budget and submit to the Administrator for his/her review, recommendations and/or approval.
- Keep abreast of economic conditions/situations and recommend to the Administrator adjustments in nursing services that ensure the continued ability to provide quality care.
- Recommend to the Administrator the equipment needs of the Nursing Department.

Resident Rights

- Maintain the confidentiality of all resident care information.
- Monitor nursing care to assure that all residents are treated fairly and with kindness, dignity and respect.
- Ensure that all nursing care is provided in privacy and that nursing personnel knock before entering the resident's room.
- Ensure that all nursing personnel are knowledgeable of the residents' rights and responsibilities.
- Review complaints and grievances made by the resident and made a written/oral report to the Administrator indicating what actions(s) were taken to resolve the complaint or grievance.
- Maintain a written record of the resident's complaints and/or grievances indicating action taken to resolve the complaint and the current status of the complaint.

Miscellaneous

- Assure that all nurse aides are enrolled in or have graduated from an approved training program and are on the N.A. state registry.
- Assist the Infection Control Coordinator in identifying, evaluating and classifying routine and job related functions to ensure that tasks in which potential exposure to blood/body fluids are properly identified and recorded.
- Assure that all personnel performing tasks that involve potential exposure to blood/body fluids participate in an in-service training program prior to performing such tasks.
- Assist in developing and revising the Nurses' Aide Training curriculum used by the facility. Submit to state agency for approval as required.

Working Conditions

Works in office area(s), as well as throughout the nursing service area (i.e. drug rooms, nurses' stations, resident rooms, etc.)

Sits, stands, bends, lifts and moves intermittently during working hours.

Is subject to frequent interruptions.

Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.

Is subject to hostile and emotionally upset residents, family members, personnel and visitors.

Communicates with the medical staff, nursing personnel and other department supervisors.

Works beyond normal working hours, on weekends and holidays when necessary.

Attends and participates in continuing educational programs.

Is subject to falls, burns from equipment, odors, etc., throughout the work day.

Is subject to exposure to infectious waste, diseases, conditions, etc., including the AIDS and Hepatitis B Viruses.

Maintains a liaison with the residents, their families, support departments, etc., to adequately plan for the resident's needs.

Education

Must possess, as a minimum, a nursing degree from an accredited college or university.

Experience

Must have experience as a supervisor in a hospital, long-term care facility, or other related health care facility.

Must have, as a minimum, six (6) months experience in rehabilitative and restorative nursing practices.

Specific Requirements

Must possess a current, unencumbered license to practice as an RN in this state.

Must be able to read, write, speak and understand the English language.

Must possess the ability to make independent decisions when circumstances warrant such action.

Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.

Must be a minimum of twenty-one (21) years of age.

Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations and guidelines that pertain to long-term care.

Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel.

Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.

Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents and staff.

Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.

Must be able to relate information concerning a resident's condition.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the work day.

Must be able to speak and write the English language in an understandable manner.

Must be able to cope with the mental and emotional stress of the position.

Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.

Must function independently and have flexibility, personal integrity and the ability to work effectively with residents, personnel and support agencies.

Must be in good general health and demonstrate emotional stability.

Must be able to relate to and work with the ill, disabled, elderly, emotionally upset and, at times, hostile people within the facility.

Must be able to assist in the evacuation of residents.

In terms of an 8 hour day, this job requires, at non-specific intervals:

1. An employee must:
 - a) sit 1-2 hours
 - b) stand 1-2 hours
 - c) walk 3-4 hours

2. Employee job requires:
 - a) bend/stoop/squat 1-33%
 - b) crawl less than 1%
 - c) climb height of 3 feet less than 1 %
 - d) reach above the shoulder heights 1-33%
 - e) crouch 1-33%
 - f) kneel less than 1%
 - g) balance less than 1 %
 - h) push/pull 1-33%

3. Employee's job requires he/she carry:
 - a) up to 10 pounds 1-33%
 - b) 11-24 pounds 1-33%
 - c) 25-34 pounds 1-33%

4. Employee's job requires he/she lift:
 - a) up to 10 pounds 34-66%
 - b) 11-24 pounds 1-33%
 - c) 25-34 pounds 1-33%

5. Job requires employee use of hands for repetitive actions of both hands for simple grasping.

Acknowledgement

I have read this job description and fully understand the requirement set forth therein. I hereby accept the position of Director of Nursing and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B Viruses and that the facility will make available to me, free of charge, the Hepatitis B vaccination.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself and that such termination can be made with or without notice.

Date

Signature – Director of Nursing

Date

Signature – Administrator