

Jurisdictional Class: Competitive
Adopted: January 22, 2001
Revised: May 11, 2010

DIRECTOR OF NURSING

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for maintaining the quality and efficiency for delivery of all professional and sub-professional nursing services at the nursing home. Work is performed under the general direction of the Nursing Home Administrator with leeway allowed for the exercise of independent judgment in carrying out details of the work in accordance with established policies and procedures. Supervision is exercised over professional and sub-professional nursing personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs and supervises professional nurses and auxiliary nursing personnel in the care and treatment of the residents;

Reviews projected staffing monthly, makes revisions, and assigns nursing staff coverage for all shifts to maintain staffing levels;

Oversees maintenance and daily upkeep of the nursing home units and proper care of equipment;

Interviews professional and auxiliary nursing personnel, checks references, verifies licensure and qualifications, and schedules pre-employment physicals and orientation upon hire as necessary;

Assists in planning and conducting meetings with administrative and professional nursing staff regarding policies and procedures and coordinates scheduling of meetings of nursing committees;

Consults with Administrator, MDs, Medical Director, Head Nurses, Social Workers, and family members concerning the needs of residents on a daily basis;

Acts as administrator of the facility as designated during the absence of the Nursing Home Administrator;

Performs professional nursing services on a nursing unit as occasionally required;

Assists in investigation and answering complaints regarding nursing services and allegations of resident abuse and neglect;

Assists with in-service training classes, lectures, and films;

Meets annually with the NYS Department of Health surveyors to review all aspects of nursing services;

Participates in and/or holds monthly meetings with staff, quarterly pharmacy, infection control and interdepartmental quality assurance/improvement meetings, and weekly resident care planning meetings;

Leads the Quality Assurance/Improvement Committee of the nursing home or nursing department by providing guidance to the RN/ Quality Improvement Coordinator and conducting appropriate QA/QI audits or studies;

Maintains a current working knowledge of Medicare, Medicaid, Department of Health, Periodic Review Instrument (PRI), Minimum Data Set (MDS), and Quality Indicator regulations, guidelines, and directives for safe and compliant operation of the nursing home and medical services provided to its residents;

Acts as the main administrative liaison between the contracting pharmacy and the nursing home on all matters relating to medication administration, ordering, delivery, disposal, and nursing practice;

Reviews evaluations of performance of professional nurses and auxiliary nursing personnel;

Reviews all incident/accident reports, maintains a log and reports, reviews daily administration reports, prepares annual nursing personnel budget, and projects equipment needs;

Prepares records and reports as required.

Director of Nursing

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of general nursing theory and practice;
Thorough knowledge of medical, sanitation, and personal hygiene;
Demonstrated ability to supervise the administration of therapeutic measures prescribed;
Administrative ability of a moderately high order;
Ability to plan and supervise the work of others;
Ability to understand and carry out technical oral and written instructions;
Ability to secure the cooperation of others;
Good observation;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from a school of professional nursing registered by the New York State Department of Education with completion of a course approved by such department qualifying for licensure as a Registered Professional Nurse and four (4) years of progressively responsible experience in professional nursing activities; two (2) years of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENT: Candidates must possess current and valid New York State Licensure as a Registered Professional Nurse at the time of appointment.