

Job Description

Title: Director of Nursing Services

Department: Nursing

Responsible to: Administrator

Duty Hours: 8:00 am to 5:00 pm

Purpose of Your Job Position

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The primary purpose of your job position is to plan, organize, develop and direct the overall operation of our Nursing Services 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 the Medical Director, to ensure that the highest degree of quality care is maintained at all times.

Delegation of Authority

As the **Director of Nursing Services**, 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 patient care policies established by this facility.

Administrative Functions

Plan, develop, organize, implement, evaluate, and direct the Nursing Services 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 service department.

Develop, maintain, and periodically update the Nursing Service Procedures Manual, and nursing service objectives and philosophies.

Assist the COI Committee in developing and implementing appropriate plans of action to correct identified deficiencies.

Develop methods for coordination of nursing services with other patient services to ensure the continuity of the patients' total regimen.

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 service department in meeting the day-to-day needs of the patient.

Develop, implement, and maintain an ongoing quality assurance program for the nursing service department.

Assist the Administrator and Discharge Planning Coordinator in developing, implementing and periodically updating the written procedures for the Discharge Planning Program.

Assist the Discharge Planning Coordinator in planning the nursing services portion of the patient's discharge plan.

Participate in surveys (inspections) made by authorized government agencies.

Develop and implement a nursing service organization structure.

Make written and oral reports/recommendations to the Administrator, as necessary/required, concerning the operation of the Nursing Services Department.

Administrative Functions (continued)

Ensure and monitor adequacy of laboratory services.

Committee Functions

Serve on, participate in, and attend various committees of the facility. (i.e, Infection Control, Policy/Pharmacy Review, Budget, CQI, Restraint Reduction etc.,) as required, and as appointed by the Administrator.

Provide written and/or oral reports of the nursing service programs and activities as required, or as may be directed by such committee(s).

Assist the Pharmaceutical Services Committee in developing, maintaining, implementing, and periodically updating written policies and procedures for the administration, storage, and control of medications and supplies.

Schedule, attend, and participate in regularly scheduled reviews of the Discharge Plans and make such plans available to the Utilization Review Committee as required or as may be necessary.

Attend and participate in the Utilization Review Committee functions as required or as may be necessary.

Evaluate and implement recommendations from established committees as they may pertain to nursing services.

Ensure the MDS is processed according to State and Federal regulations.

Personnel Functions

Determine the staffing needs of the Nursing Services Department necessary to meet the total nursing needs of the patient.

Recommend the number and level of nursing personnel to be employed.

Assist the Administrator and/or the Personnel Director in the recruitment and selection of nursing service personnel.

Assign a sufficient number of licensed practical and/or registered nurses for each shift to ensure that quality care is maintained.

Assign a sufficient number of nursing assistants/rehab techs for each shift to ensure that routine care is provided to meet the daily nursing care needs of each patient.

Develop work assignments and schedule duty hours, and/or assist nursing supervisory staff in completing and performing such tasks.

Delegate to nursing service supervisory personnel the administrative authority, responsibility, and accountability necessary to perform their assigned duties.

Develop, maintain, and periodically update the written procedure for ensuring that professional nursing personnel, including private duty nurses, have valid and current licenses as required by this State.

Make rounds of the nursing services department to ensure that all nursing service personnel are performing their work assignments in accordance with acceptable nursing standards.

Monitor absenteeism to ensure that an adequate number of nursing care personnel are on duty at all times.

Schedule and participate in nursing staff in-services as needed.

Participate in new employee orientation as required by facility protocol.

Personnel Functions (continued)

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.

Review unusual occurrences.

Nursing Care Functions

Participate in the interviewing and selection of patients for admission to the facility.

Provide the Administrator with information relative to the nursing needs of the patient and the nursing services department's ability to meet those needs.

Inform nursing service personnel of new admissions, their expected time of arrival, room assignment, etc.

Ensure that rooms are ready for new admissions.

Greet newly admitted patients upon admission. Escort to room as necessary.

Review nurses' notes to ensure that they are informative and descriptive of the nursing care being provided and that they reflect the patient'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 patients 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 and procedures.

Staff Development

Develop and participate in the planning, conducting, and scheduling of timely in-service training classes that provides instructions on "how to do the job", and ensures a well-educated Nursing Services Department.

Develop, implement, and maintain an effective orientation program that orients the new employee to the facility, its policies and procedures, and to his/her job position and duties.

Provide leadership training that includes the administrative and supervisory principles essential for Charge/Nurses.

Encourage the nursing supervisory staff to attend and participate in outside training programs. Schedule times as appropriate.

Staff Development (continued)

Assist support services in developing, implementing, and conducting in-service training programs that relate to the nursing services 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.

Participate in facility specialty courses.

Attend family orientation as needed.

Safety and Sanitation

Assist the Safety Officer in developing safety standards for the Nursing Services Department.

Monitor nursing service personnel to assure that they are following established safety regulations in the use of equipment and supplies.

Ensure that nursing service works areas (i.e, nurses' stations, medicine preparation rooms, etc.) are maintained in a clean and sanitary manner.

Ensure that all patient care rooms, treatment areas, etc., are maintained in a clean, safe, and sanitary manner.

Ensure that all nursing service personnel follow established departmental policies and procedures, including appropriate dress codes.

Ensure that nursing service 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 patient and personnel.

Ensure that nursing service personnel follow established infection control procedures when isolation precautions become necessary.

Develop, implement, and maintain a procedure for reporting hazardous conditions or equipment.

Equipment and Supply Functions

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 patient.

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.

Equipment and Supply Functions (continued)

Develop and implement procedures that ensure nursing service supplies are used in an efficient manner to avoid waste.

Care Plan and Assessment Functions

Ensure that there is a written plan of care (preliminary and comprehensive) for each patient that identifies the problems/needs of the patient, 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 the patient to participate 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 committee meeting as needed.

Ensure that all personnel involved in providing care to the patient is aware of the care plan and that care plans are used in administering daily care to the patient.

Review nurses' notes to determine if the care plan is being followed.

Review and revise care plans and assessments as necessary, but at least quarterly.

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.

Assess level of care provided in relation to medical guidelines.

Budget and Planning Functions

Prepare and plan the Nursing Services 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 Service Department.

Patient Rights

Maintain the confidentiality of all patient care information.

Monitor nursing care to assure that all patients are treated fairly, and with kindness, dignity, and respect.

Ensure that all nursing care is provided in privacy and that nursing service personnel **knocks** before entering the patient's room.

Ensure that all nursing service personnel are knowledgeable of the patients' rights and responsibilities.

Review complaints and grievances made by the patient and make a written/oral report to the Administrator indicating what action(s) were taken to resolve the complaint or grievance.

Assure that appropriate notices are given to patient before their room or roommate is changed.

Miscellaneous

Assure that all nurse aides are enrolled in or have graduated from an approved training program.

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.]

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.

Working Conditions

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

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

Is subject to frequent interruptions.

Involved with patient, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.

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

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

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

Attends and participates in continuing educational programs.

Is involved in community/civic health matters/projects as appropriate.

Is subject to falls, burns from equipment, infectious diseases, 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 patient, their families, support departments, etc., to adequately plan for the patients' needs.

Education Requirements

Must possess, as a minimum, a Nursing Degree from an accredited college or university.

Experience

Must have, as a minimum, three (3) years 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 training experience in rehabilitative and restorative nursing practices.

Specific Requirements

Must possess a current, unencumbered license to practice as a Registered Nurse 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.

Specific Requirements (continued)

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

Must be a minimum of twenty-five (25) years of age and of good moral character.

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

Must possess the ability to work harmoniously with and supervise 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, cheerful disposition and enthusiasm, as well as the willingness to handle difficult patient.

Must possess the ability 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 patient'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 possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.

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

Must be in good general health and demonstrate emotional stability.

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

Must be able to lift, push, pull, and move patients, medical equipment, supplies, etc., in excess of fifty (50) pounds.

Must be able to assist in the evacuation of patients.

Exposure

Hazardous Chemicals - Moderate to severe - medications, solutions and other agents.

Acknowledgment

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Director of Nursing Services** 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 can be terminated at-will by the facility or myself and that such notice can be made with or without notice.

Date

Signature - Director of Nursing Services

Date

Signature - Administrator