



Assistant Director of Nursing Job Description

Department: Nursing

Reports To: Director of Nursing

FLSA Status: Exempt

Summary

Plans, directs, and coordinates resident care activities for EdenHill Communities to maintain standards of residents' care, and advises medical staff, department heads, and administrators in matters related to nursing service by performing the following duties personally or through subordinate supervisors. Assists the Director of Nursing Services in directing the activities of licensed and non-licensed personnel who provide healthcare and nursing service to the residents of The Legacy at EdenHill Communities on a 24-hour, 7 day per week basis. Directs and coordinates infection control program at EdenHill Communities. Coordinates focused training and competency checks for nursing staff.

Nature and Scope

- The Assistant Director of Nursing Services reports to the Director of Nursing Services. Reporting to this position are Weekend Supervisors, Unit Managers, Registered Nurses, Licensed Vocational Nurses, Certified Medication Aides, Certified Nurse Aides, Restorative Aides, Hospitality Aides, and Unit Clerks.
- The Assistant Director of Nursing Services compliments the Director of Nursing Services in planning, developing, and supervising the activities of licensed and non-licensed personnel who provide healthcare and nursing services to residents of The Legacy at EdenHill Communities. This position assists with the development and implementation of nursing services, objectives, and policies and procedures in accordance with Federal and State regulations.
- The incumbent shares, with the Director of Nursing Services, the responsibility for selecting Nursing Department staff, completing employee appraisals, and resolving problems involving employee disciplinary action.
- The Assistant Director of Nursing Services shares responsibility for backing up RN staff on a 24-hour per day, 7 day per week basis.
- The Assistant Director of Nursing Services may confer with residents' physicians on an occasional basis to clarify medical orders and direct care.
- In the absence of the Director of Nursing Services, the Assistant Director of Nursing Services performs the duties of the Director.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Recommends establishment or revision of policies, procedures, and methods and develops organizational structure and standards of performance.
- Advises and assists Administrator, Director of Nursing, and medical staff in planning and developing administrative and operational policies and procedures, facilities use and planning, and strategic planning.
- Coordinates implementation of methods and procedures to ensure achievement of objectives.
- Coordinates, integrates, and evaluates functions and activities of nursing program.
- Consults with Administrator, Director of Nursing, department heads, and others to coordinate nursing activities with other EdenHill activities.
- Interprets policies and objectives of nursing service to staff and community groups.
- Analyzes and evaluates overall resident care program.
- Confers with managers and staff concerning problems of resident care.
- Evaluates the education and training needs of personnel and directs development and implementation of in-service programs through subordinate staff.
- Makes periodic rounds of resident care units.
- Develops and promotes cooperative working relationships with other hospitals and community agencies, and with other departments.
- Assists in the preparation and monitoring of nursing services budget.
- Performs personnel management functions such as establishing personnel qualification requirements, drafting procedure manuals, initiating in-service programs, and installing record and reporting systems.
- Initiates studies to evaluate effectiveness of nursing services in relation to their objectives and costs.
- Prepares periodic reports concerning resident care service.
- Facilitates a working relationship with institutions of higher learning.
- Oversees the clinical operations (i.e., monitoring resident conditions, psychopharmacological drugs, restraint use, Foley catheters, pressure ulcers, etc.) of the Nursing Department.

- Assists the Director of Nursing Services in the design, implementation, and evaluation of nursing systems that ensure consistent delivery of care and maintains and promotes resident rights.
- Conducts nursing rounds on all units several times per day, including the beginning and end of shift.
- Provides reports/recommendations as needed/required for the Director of Nursing Services concerning the operation of the Nursing Department.
- Assists the Director of Nursing Services in the development, implementation, and evaluation of facility policies, procedures and guidelines on an annual and ongoing basis (i.e., nursing, pharmacy, lab, physicians, medical records, etc.).
- In the absence of the Director of Nursing Services, conducts staff meetings.
- Assists the Director of Nursing Services in ensuring that residents are free from abuse, mistreatment, and neglect.
- Assists the Director of Nursing Services in ensuring nursing staff awareness and compliance with Federal and State regulation relative to resident rights issues.
- Assists in nursing administrative functions.
- Assists the facility training initiatives for all staff, to include General Orientation, required in-service training, clinical training for the nursing department, Life Reflections training, INTERACT training and EdenHill SPIRIT training.
- Assists the Administrator and Director of Nursing Services in the development and implementation of the Quality Assurance and Performance Improvement (QAPI) program.
- Must consistently display and model the EdenHill Spirit hospitality behavior models.
- Serves as the Infection Control Coordinator for the facility by performing the following duties:
 - Compares laboratory reports with communicable diseases list to identify conditions that require infection control procedures.
 - Advises and consults with physicians, nurses, and EdenHill personnel concerning precautions to be taken to protect residents, staff, and other persons from possible contamination or infection.
 - Investigates infection control problems and arranges for follow-up care for persons exposed to infection or disease.
 - Instructs EdenHill personnel in universal and specific infection control procedures.
 - Ensures resident and staff immunizations are done and recorded per regulatory requirements.
- Must consistently display and model the EdenHill Spirit hospitality behavior models.

Supervisory Responsibilities

Assist in managing all of EdenHill Communities' nursing staff. Assist in the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with EdenHill Communities policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Registered nurse degree from an accredited school of nursing and four to ten years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret policies and procedures of governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, residents, families, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Texas Registered Nurse who has graduated from an accredited school of nursing.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, or sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet, however, may be unpredictable due to staff and resident interactions.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical	Delegation	Leadership	Problem Solving
Managing People	Quality Management	Project Management	Business Acumen
Cost Consciousness	Technical Skills	Diversity	Ethics
Organizational	Supportive	Strategic Thinking	Judgment
Motivation	Customer Service	Interpersonal Skills	Oral Communication
Planning/Organizing	Professionalism	Written Communication	Quality
Visionary Leadership	Teamwork	Safety and Security	Adaptability
Initiative	Attendance/Punctuality	Dependability	Change Management
Innovation			

Acknowledgment:

I have read this job description and fully understand the requirements set forth herein. I hereby accept the position of Assistant Director of Nursing and will perform all said duties to the best of my ability and understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses. I understand that I may be held criminally liable for failure to report suspected abuse, neglect or exploitation.

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 with or without notice.

Printed Employee Name: _____

Date: _____

Employee Signature: _____