

ASSISTANT DIRECTOR OF NURSING

DEPARTMENT: Nursing

FLSA STATUS: Non-exempt

SUPERVISOR: Director of Nursing

DATE: July 1, 2018

AREA OF SUPERVISION: RN, LPN, NA, CNA, Restorative Aide, and all other nursing staff and coordinate care with other departments

DUTIES AND RESPONSIBILITIES:

Assist director of nursing with administrative functions, supervising, directing, training, and provide direct quality resident care and assume duties of director of nursing in his/her absence.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTIAL FUNCTIONS:

1. Prepare, implement, and evaluate resident assessment (MDS) and comprehensive care plan regularly. Complete all other required assessments such as falls, braden, etc. as needed.
2. Provide for emotional and physical comfort and safety of residents.
3. Observe, record, report, treat symptoms and reactions of residents.
4. Review Restorative Program for residents and make recommendations for changes or discontinuing the program.
5. Interpret facility's policies and programs to staff.
6. Conduct in-service programs.
7. Assist Director of Nursing as needed, and acts on their behalf when they are not present.
8. Evaluate, plan, and organize nursing care according to established policies.
9. Consult with director of nursing on admission, room assignment, and discharge of residents.
10. Assure that physician's orders are carried out.
11. Assist with implementing infection control procedures, universal precautions, Exposure Control Program and Fire Safety and Disaster.
12. Coordinate nursing service with other departments.
13. Maintain accurate reports and records according to policies and procedures set forth; evaluate and make recommendations for improvements for welfare of residents.
14. Maintain comfortable and pleasant environment, and promote elimination of hazards.
15. Ensure supplies are available in proper quantities, equipment is available and in proper condition, and personnel using such supplies and equipment know location and proper care of equipment.
16. Receive reports from charge nurses on each shift and work to ensure maximum total care.
17. Give daily report on conditions in nursing service to Director of Nursing.
18. Responsible for assuring accurate recording of medications and narcotics according to procedures outlined in manual.
19. Participate in nursing care as needed; assist in direct handling of emergency situations as needed.

20. Supervise meals as needed.
21. Assist with care plans. Review and revise to ensure accuracy.
22. Perform related duties as assigned or as the situation dictates.
23. Performs duties of the charge nurse if needed.
24. Participate in the Quality Assurance Program as assigned by the Director of Nursing.
25. Attend all required in-services of the facility.
26. Attend all required corporate training programs.
27. Ability to use the computer and work within the software of the facility.
28. Able to provide training to licensed staff and non licensed staff according to the needs of the residents or the facility.
29. Rotates on call status with the Director of Nursing.
30. Maintain confidentiality of all resident care information to assure resident rights are protected.
31. Assist the Director of Nursing with hiring, disciplinary measures, performance reviews, and other personnel issues as directed.
32. Assist with the orientation process for new nursing personnel.
33. Performs charge responsibilities to include assignment and coordination of duties of nursing personnel based on resident care needs.
34. Makes changes in employees work schedule and arranges for adequate coverage when personnel are absent. Works vacant shifts if needed.
35. Makes daily rounds evaluating care rendered and supervising staff.
36. Attends weekly interdisciplinary conferences and gives nursing input to the resident's plan of care
37. Participates in annual budget process by identifying staff and equipment needs for the next fiscal year.
38. Utilizes the nursing process to promote quality care. Supervises clinical aspects of nursing practice and engages in clinical activity.
39. Acts as role model for unit.
40. Monitors resident issues daily.
41. Demonstrates clinical competency in care of residents.
42. Maintains and improves clinical knowledge base and skills to remain current in practical standards
43. Reviews all unit incidents and initiates investigation of questionable issues.
44. Monitors clinical indicators designated by department and develops plan of action for identified issues.
45. Monitors the relevance, accuracy and completeness of information recorded in the resident's medical record.
46. Completes monthly hours of care for unit.
47. Utilizes Quality Indicator reports in evaluating clinical practice. Follows up on correction of problems identified.
48. Reviews 24 hour report daily and follows up on any issues.
49. Identifies unsafe or incorrect practices of staff and institutes corrective action.
50. Attends meetings as directed (at least 75% per year).
51. Assist in survey compliance, quality assurance and staff development duties, as assigned.
52. Performs related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1**=Tasks may involve exposure to blood/body fluids.
- 2**=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3**=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:			X	
Sitting:			X	
Lifting /Carrying 0-10 lbs.			X	
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.		X		
Pushing/ Pulling 0-10 lbs.			X	
Pushing/Pulling 11-20 lbs.			X	
Pushing/Pulling 21-25 lbs.			X	
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.		X		
Climbing/Balancing:	X			
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)		X		
Animals/Plants		X		

MENTAL/REASONING REQUIREMENTS

- Reading Simple Writing – Complex Analysis/Comprehension
- Reading-Complex Clerical Judgement/Decision Making
- Writing – Simple Basic Math Skills

EXPOSURES

- Airborne particles Explosives Muscular Strain Temperature
- Caustics Fumes Noise Toxicants
- Chemicals High places Odors Vibration
- Electrical Current Moving Parts Physical abuse Vision strain
- Slippery Floors Weather

WORK AREA AND ENVIRONMENT

Office, nursing stations, drug room, resident rooms, and all other areas in the facility and on the property; visits to other health-care facilities and offices may be necessary; and attend seminars and meetings.

QUALIFICATIONS

Education: Must be a graduate of an accredited educational institution (school of nursing).

Experience: At least two full years of nursing experience, preferably in long-term care with leadership and management experience.

License/Registration: Hold a current, unencumbered license in this state as a registered nurse.

Continuing Education: Encouraged and required if necessary to meet state regulations.

Job Knowledge: Working knowledge of nursing services, rehabilitation, therapy, administration, supervision, resident care, etc.; comprehensive knowledge of general nursing theory and practice with knowledge of principles and methods involved in instruction of nursing and auxiliary personnel; ability to assess resident's needs; familiarity with facility's policies, regulations, and procedures; knowledge of application of principles of personnel administration in assigning, supervising, and evaluating activities of staff; knowledge and application of techniques and methods of resident care; awareness of special diets and their observance; use of medical and nursing equipment; and knowledge of medications and their effects. Warm, understanding, and responsive to residents and their demands and reactions; positive feeling for families and visitors, exercising patience and tact; ability to use initiative, judgment, and resourcefulness, and to make decisions.

Professional Memberships: Recommended and encouraged.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; OSHA, Life Safety Codes; Facility Policies and Procedures; Nursing Standards of Practice; and Nurse Practice Act.

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.