

DIRECTOR OF NURSING

DEPARTMENT: Nursing

FLSA STATUS: Exempt

SUPERVISOR: Administrator

DATE: July 1, 2018

AREA OF SUPERVISION: Assist Director of Nursing, RN, LPN, NA, CNA, Restorative Aide, and all other nursing staff and coordinate care with other department.

DUTIES AND RESPONSIBILITIES:

Develop and maintain the nursing-service objectives, standards of nursing practice, nursing policy and procedures manuals, written job descriptions for each level of nursing personnel; make daily rounds, coordinate nursing services with other resident services; staff the recommended number and levels of nursing personnel to be employed; and staff development.

Participate in planning, budgeting, and the development and implementation of resident-care policies; plan and conduct orientation programs for personnel; plan and conduct scheduled in-service training for all direct resident-care personnel; participate in medical reviews as dictated by the resident's levels of care.

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. Manages nursing employees in the provision of care and services to residents
 - Recommends numbers and types of nursing personnel necessary to provide care and to maintain compliance with facility mission and with regulations.
 - Develops staffing plans that assure sufficient numbers of qualified, competent nursing staff to meet resident care needs.
 - Ensures 24 hour availability as nursing administration resource by providing on-call and telephone access or designating an alternate, qualified nursing staff member to do so.
 - Provides direction to nursing staff to execute tasks necessary to implement operational objectives.
 - Establishes criteria to assure that services provided meet established standards of quality.
 - Supervises development of in-service education programs designed to equip nursing staff with sufficient knowledge and skills to provide nursing and nursing related services to each resident.
 - Provides regular performance reviews, take appropriate job actions, review job actions taken by subordinates to assure that staff meet qualification and performance standards and perform all essential functions of their respective jobs.
 - Performs essential functions of Charge Nurse if needed.
 - Maintain current skills and knowledge through continuing education and apply information to job responsibilities.

2. Develops nursing policies and procedures that reflect current clinical practice, professional standards, and facility philosophy of care.

- Communicate and interpret policies and procedures to nursing staff.
 - Monitors practice for effective implementation.
 - Establish criteria to assure that services provided meet established standards of quality.
 - Compliance with and communication to staff of facility policies and procedures for workplace safety, including infection control procedures, application of universal precautions for blood borne pathogens, use of personal protective equipment, and handling of hazardous materials.
 - Communicate emergency and disaster procedures of facility to nursing staff
3. Ensure provision of nursing and nursing related services to attain or maintain the highest practicable physical, mental, and psycho social well-being of residents.
- Direct or provide staff to direct care needs of residents.
 - Conduct or provide staff to conduct resident assessments as required, developing plans of care, evaluating residents' responses to interventions, and documenting clinical records effectively in compliance with state and federal requirements
 - Establish and implement or provide staff to establish and implement an infection control program designed to provide a safe, sanitary, and comfortable environment and to prevent the development and transmission of disease and infection.
 - Review or provide staff to review infection control surveillance reports to identify trends and to develop effective actions to control and prevent infections in the facility.
 - Establish and implement or provide staff to establish and implement restorative care program for residents.
 - Communicate directly with residents, families, medical staff, nursing staff, interdisciplinary team members and Department Heads to coordinate care and services, implement plans of care, maintain quality of care, quality of life, and a homelike environment for all residents.
 - Review 24 hour report daily to ensure timely, effective responses to significant changes in condition, transfers, discharges, use of physical or chemical restraints, unexplained injuries, potential abuse or neglect, medication errors, loss of resident property, or any evidence of resident or family dissatisfaction, keeping Administrator informed of findings and results.
 - Act as a role for facility staff on promotion and respect for the rights, dignity, and individuality of each resident in all interactions.
 - Order nursing related and central supplies as necessary.
 - Coordinate admissions, room assignments, and discharges of residents.
 - Assure a registered nurse screens residents for goal directed therapy soon after admission or re-admission according to procedures.
 - Ensure maintenance of confidentiality of resident information by self and all nursing staff.
 - Ensure self and all nursing staff care for and use resident property with honesty and integrity at all times.
4. Ensure safety of all residents, visitors and staff.
- Insure staff attends annual fire safety training.
 - Consider safety first and never extend beyond knowledge and experience.
 - Report unsafe conditions immediately.

- Submits accident/incident reports.
 - Investigate on-the-job injuries and correct the problem and/or restrictions the employee may have as necessary. Obtain approval from Hr Director prior to accommodations.
 - Serves as an active member of the Quality Assurance Committee which also includes infection control and safety committee functions.
5. Provides fiscal management for department operations to ensure proper utilization of finances.
- Plans, schedule, supervise and inspect Nursing Department to ensure schedules are met, budget constraints are adhered to and quality of work is high.
 - Purchases nursing products from vendors approved by the facility.
 - Maintains cost records and works to meet budget guidelines.
 - Schedules required major equipment purchase and special projects as preapproved and assigned.
 - Purchases equipment and supplies as necessary or required. All purchases must be preapproved.
 - Reviews billing from vendors for accuracy.
 - Meets budget guidelines for nursing supplies and labor costs
6. Supervises all personnel in the department.
- Supervises staff which involves interviewing, hiring, training, motivating, performance evaluations, wage administration, discipline, safe work practices, and termination.
 - Hires qualified competent nursing staff to provide nursing and nursing related services.
 - Assures that all nursing staff attends required training in hazardous communication and safety as established by OSHA guidelines.
 - Maintains safe working conditions and practices in the department
 - Trains staff in proper work practices when they are oriented to the department and continues safety and infection control training on a regular basis.
 - Supervise development of in-service education programs designed to equip nursing staff with sufficient knowledge and skills to provide nursing and nursing related services to each resident.
 - Monitors staff to assure they are following established safety and infection control policies and procedures including body mechanics and ergonomics.
 - Maintains attendance record of nursing employees and when appropriate counsels
 - Reviews schedules, time punches, PTO requests to submit biweekly for payroll.
 - Schedules work hours and assignments also reviews and checks staff work performance and is responsible to see that each shift is properly staffed.
 - Prepare and post work schedules at least by the 25th of the month preceding the schedule.
7. Assist Administrator with preparation for long term care survey.
- Actively participate in long term care survey process by instructing staff in matters of conduct and disclosure, maintaining a presence at all times surveyors are on-site, and directing the timely collection of information required by the survey team.
 - Take corrective action while survey is in progress if appropriate.
 - Gather and present supplemental documentation to avoid potential deficiencies.

- Collaborate with Administrator to develop responses to survey report as needed.
 - Prepare and educate staff on regulations so facility is ready for survey at anytime.
8. Provide nursing leadership to Administrator to formulate operational strategies and achieve facility objectives.
- Participate in development of departmental budget, providing relevant financial information to Administrator regarding department financial needs and status.
 - Consult with Administrator daily about resident status, census, budget, personnel, and other relevant issues.
 - Provides input to Social Service Director and Administrator regarding appropriate admission of new residents.
 - Collaborates with Physicians, consultants, community agencies, and institutions to improve quality of services to resolve identified problems.
 - Carry out all duties in accordance with facility mission and philosophy.
 - Care for and use facility property with honesty and integrity.
 - Respond to change productively and handle additional projects as delegated
 - Prioritize responsibilities and completes projects within allotted time.
 - Ensure maintenance of confidentiality of facility information.
9. Monitors the provision of care and services to residents on all shifts and evaluates regulatory compliance efforts.
- Performs daily rounds to observe care of residents.
 - Review records and interview staff members, residents and families.
 - Evaluate findings of compliance rounds conducted.
 - Gather and analyze facts, assess situations, investigate, notify appropriate parties, resolve issues, and record facts properly.
 - Design, implement and evaluate actions to continuously improve quality.
 - Coordinate and conduct quality assessment and assurance activities, including regulatory compliance rounds to monitor performance and to continuously improve quality.
 - Develop program to gather and analyze data for trends and to institute actions to resolve problems promptly and evaluate effectiveness of actions.
10. Performs related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- X 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 proven leadership and management skills.

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.

Professional Memberships: Very much desired and encouraged

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 nursing facility 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. Professional standards and code of ethics must be adhered to at all times. A sincere interest in geriatric nursing; maintain a good working relationship with staff, residents, families, and others; identify problems and make decisions; possess leadership skills, compassion, understanding, competence, and be a visionary.

Standards: Knowledge of and ability to meet regulations of Center 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.