
POSITION DESCRIPTION

Job Title: Assistant Director of Nursing (ADON)	Effective Date: 05/08/08
	Revised: 11/2016

Summary Description:

Assists the Director of Nursing (DON) in the overall management of the Nursing Department.

Essential Functions and Responsibilities:

1. Assists in maintaining quality nursing care for all patients/residents. Supports and practices the philosophy, nursing objectives and policies and procedures of the Nursing Department.
2. Assists the Director of Nursing in maintaining appropriate nursing staff for patient/resident care.
3. Assists the Director of Nursing in maintaining in-service/staff development programs that contribute to meeting nursing objectives and policies and procedures, in compliance with state and federal regulations.
4. Provides clinical expertise to facilitate and support the nursing process in patient/resident interventions.
5. Assists in maintaining a safe and sanitary environment for patients/residents, employees and visitors.
6. Serves as Director of Nursing as described in the Director of Nursing position description in the Director's absence.
7. Performs other duties as assigned by the Director of Nursing and/or the Administrator.
8. Assists in maintaining quality nursing care for all patients/residents. Supports and practices the philosophy, nursing objectives and policies and procedures of the Nursing Department.
 - A. Includes the philosophy, objectives and policies and procedures of the nursing department during orientation and education of nursing service personnel.
 - B. Participates in the implementation of the patient/resident care planning process to comply with patient/resident needs and regulatory agency requirements.
 - C. Makes regular rounds on nursing units, on all shifts, to assess performance of nursing staff and monitor the quality of care provided to patients/residents.
 - D. Assists in maintaining nursing department compliance with all federal, state and local regulations.

- E. Participates in internal audits of nursing practices and in developing and implementing a plan of correction when deficits are identified.
 - F. Participates in ensuring all facets of the nursing budget are within established parameters.
 - G. Participates in the quality assessment and improvement process and activities (ie. audit of MD orders monthly).
9. Assists with tasks to ensure the nursing department is adequately staffed to provide quality care to patients/residents:
- A. Establishes and facilitates effective employer/employee relations.
 - B. Recruits and selects nursing service personnel based on facility needs, as directed by the Director of Nursing.
 - C. Maintains employee hiring forms and processes and ensures completion for new employees.
 - D. Maintains Nursing Department staffing at a level congruent with patient/resident needs, budgeted positions and employee requests.
 - E. Schedules Nursing Department staffing levels to support individual and group activities for patients/residents out of the facility.
 - F. Participates in orientation sessions for nursing service personnel.
 - G. Evaluates performance for all levels of nursing service personnel.
 - H. Participates in "on-call" schedule for nursing supervisory personnel to ensure 24/7 nursing support for staff nurses.
10. Assists the DON in maintaining the provision of in-service/staff development programs to meet nursing objectives and policies and procedures in compliance with state and federal regulations. Note: If the full-time Staff Development Coordinator is available, then the ADON assists in the DON's absence.
- A. Ensures that all nursing assistants complete or have completed the certified training program.
 - B. Ensures staff development programs address the needs of patients/residents and nursing staff.
 - C. Evaluates processes related to staff development programs to determine success of the programs and future needs.
11. Provides clinical expertise to facilitate and support the nursing process in patient/resident interventions in compliance with the State Nurse Practice Act for RN, LPN or LVN.
- A. Makes nursing rounds in a manner that identifies specific patient/resident problems and monitors plan of action implemented by nursing staff.
 - B. Assesses technical skills of nursing personnel through observation of various nursing procedures, as directed by the Director of Nursing.
 - C. Assesses nursing judgment made in specific situations to determine nursing staff competency and to identify nursing staff knowledge and performance deficits, as directed by the Director of Nursing.
 - D. Acts as a clinical expert or facilitator in specific patient/resident situations.
 - E. Identifies clinical problem areas on behalf of the Director of Nursing and assists with development of plans of correction.
 - F. Acts as a clinical expert in facilitating the patient/resident care planning process.
 - G. Assists in the development of daily patient/resident care assignments that meets patient/resident and facility needs.
12. Safety concerns are identified and appropriate actions are taken to maintain and assure patient safety and a sanitary environment for patients, residents, employees and visitors. Included but not limited to:

- A. Participates in ensuring a safe environment for patients/residents, staff and families.
 - B. Investigates all nursing department employee accidents in accordance with facility policies and procedures.
 - C. Monitors and reviews patient/resident incidents to identify possible legal issues and to identify patterns that might require preventive intervention.
 - D. Implements infection control policies and procedures as outlined in the company program, as directed (the SDC may also perform this task).
 - E. Ensures that all Nursing Department staff members are educated and utilize infection control practices that protect employees, patients/residents and families.
13. May serve as Director of Nursing in the accordance with the DON position description in the DON's absence.
- A. Understands the expectations of the Director of Nursing and related delegated authority.
 - B. Assumes full responsibility for the Department of Nursing when functioning in this role.
14. Performs other duties as assigned by the Director of Nursing.
- A. Serves as a member of facility committees, as assigned by the Director of Nursing.
 - B. Participates in the development, implementation, evaluation and revision of facility policies, standards and procedures.

Other Duties:

1. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.

Standard Responsibilities:

1. Supports the Facility.
2. Is knowledgeable of patient/resident rights and promotes an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
3. Supports, cooperates with, and implements specific procedures and programs for:
 - A. Safety, including precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
 - B. Confidentiality and privacy of all data, including patient/resident, employee and operations data.
 - C. Compliance with all regulatory requirements.
 - D. Compliance with and enforcement of current law and policy to provide a work environment free from harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork:

- A. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - B. Uses tactful, appropriate communications in sensitive and emotional situations.
 - C. Reports complaints, problems and concerns regarding co-workers, management or residents in accordance with company policy.
 - D. Promotes positive public relations with patients, residents, family members and guests.
 - E. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
5. Agrees to comply with the Code of Conduct.

Employment Standards:

- Education: Must possess a nursing degree.
- Experience: Must have a minimum of three to five years of nursing experience; one to five years of long-term care experience, preferred.
- License: Must possess current RN/LPN or LVN license in state(s) in which practicing based on state regulation by facility. Must have a reliable source of transportation.

Working Conditions:

Works in office areas as well as throughout the facility. Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing and pulling with or without accommodation. Must be able to read, write and speak the English language. Must be able to transfer residents and assist in emergency evacuations. Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances. Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility. May be involved in community/civic health matters/ projects. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses. Must be able to effectively communicate with the management staff, medical staff, nursing staff, and other unit supervisors. Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.

Receipt and Acknowledgment:

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her direction. Job duties, tasks, work hours and work requirements may be changed at any time. I agree to follow the instructions and duties as directed by management.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Employee Signature

Date

Manager/Supervisor Signature

Date