

<b>Job Title:</b> Director of Nursing	<b>Effective Date:</b> 10/28/05
<b>Department:</b> Nursing	<b>Revised:</b> 11/2016

### **Summary Description:**

Responsible for the overall management of the Nursing Department and coordinates with other disciplines to provide quality care to all patients/residents. The job description for the Registered Nurse is the basis of this job description and must be followed.

### **Essential Functions and Responsibilities:**

1. Supports practices, philosophy, nursing objectives and standards of the Nursing Department and participates in the revision of the aforementioned items as necessary to ensure quality care.
2. Safety concerns are identified and appropriate actions are taken to maintain and assure safety.
3. Ensures Implementation of care planning process in compliance with patient/resident needs, facility policies and procedures and regulatory requirements.
  - A. Ensures the Nursing Department is in compliance with all federal, state and local regulations.
  - B. Ensures a process of internal review of nursing practices and develops and implements plans of action to correct any problems/concerns.
  - C. Ensures all facets of the nursing budget are within the established parameters.
  - D. Ensures a process of quality assessment and improvement.
  - E. Reviews and implements external support recommendations as they pertain to the Nursing Department.
4. Ensures the process of an in-service/staff development program that contributes to meeting nursing objectives and policies and procedures to comply with state and federal regulations. Includes the philosophy, objectives and standards of the nursing department in the orientation and education of nursing service personnel.
5. Ensures that the nursing department is sufficiently 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 need.
  - C. Staffs the nursing department at a level congruent with needs, state and federal requirements, budgeted positions and employee requests.
  - E. Schedules nursing manpower to support individual and group activities for patients/residents out of the facility.

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 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
  - 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 Standards of Conduct.

### **Employment Standards:**

- Education: RN, Bachelor of Science degree, in nursing preferred.
- Experience: Three to five years of nursing experience. One to five years of long-term care experience. Prior management experience.
- License/Other: Must possess current nursing license in state(s) in which practicing. Must have a reliable source of transportation and be able to travel via air and car to attend training programs.

### **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.

**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.

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Employee Signature •

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor Signature

\_\_\_\_\_  
Date