

Department: Horace Nye Home
Classification: Competitive
Grade: 9M/C

SPEC DISK B1
DOCUMENT 36

ASSISTANT DIRECTOR OF NURSING

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and supervising activities as they apply to nursing services in the absence of the Director of Nursing. Plans and directs the facility's in-service training program. Plans, directs, and supervises nursing activities on the Health Related Unit. Work is performed under administrative direction of the Director of Nursing and Facility Administrator with leeway allowed for the exercise of independent judgment carrying out details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, directs, and supervises activities as they apply to Nursing Services in the absence of the Director of Nursing;
Plans and supervises total nursing needs and activities relating to resident care within Health Related Unit;
Orientates all new employees of the facility;
Provides direct patient care as required;
Responsible for instructing nursing assistant 100-hour training courses;
Plans structured in-services programs to meet state mandates for all employees of the facility;
Secures, develops, and maintains records, reports, instructional manuals, reference materials, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; good knowledge of modern principles and practices of nursing administration; good knowledge of institution business management practices relating to nursing service; good knowledge of geriatric nursing practices and procedures; working knowledge of the social and psychological factors related to patient care; ability to supervise the administration of therapeutic measures prescribed; ability to plan and evaluate nursing care programs; ability to plan and oversee in-service nursing training; ability to secure the cooperation of others; ability to plan and supervise the work of others; compassion and respect for the elderly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in Nursing and three years of experience in professional nursing activities, (two years registered nurse experience in a residential health care facility and one year supervisory experience); or

(b) Graduation from an approved three year school of professional nursing and four years of experience in professional nursing activities, (two registered nurse experience in a residential health care facility and one year supervisory experience); or

ASSISTANT DIRECTOR OF NURSING- Continued

(c) Graduation from a regionally accredited or New York State registered college or university with an associate degree in Nursing and

five years of experience in professional nursing activities, (two years registered nurse experience in a residential health care facility and one year supervisory experience); or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Possession of a valid license issued by the State of New York Education Department to practice as a Registered Professional Nurse at time of appointment.

Amended: 3/9/01