

Department: Horace Nye Home
Classification: Competitive
Grade: 10M/C

SPEC DISK A1
DOCUMENT 35

DIRECTOR OF NURSING

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and supervising activities as they apply to nursing services. This is an administrative position which exists in the County Skilled Nursing and Health Related Facility. The work is performed under administrative direction of the Nursing Home Administrator with wide leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision and direction is exercised over all facility nursing services personnel. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs various phases of nursing service to insure complete and competent nursing care for patients and residents;
Confers with facility administrator and other administrative and professional personnel to assist in establishing and reviewing policies, programs and procedures affecting patient care;
Develops objectives and kind and amount of nursing care needed to meet patients' and residents' needs;
Oversees the maintenance of required nursing care records relative to quantity, quality and timeliness of work done in the department;
Makes contacts as necessary with nurses, physicians, patients and relatives of patients or residents regarding the care of patients and related activities;
Plans and coordinates operations and services to obtain nursing care objectives within budget allocation and in accordance with overall policies and procedures;
Evaluates the quality and quantity of the nursing services rendered in the facility and makes changes as necessary to meet State and Federal requirements;
Recommends physical facilities, equipment and supplies needed to carry on the nursing service;
Initiates and recommends short and long term programs and directs nursing operations to applicable objectives;
Plans, directs and participates in the in-service training program, including orientation of new nursing personnel and continuing staff development;
Prepares the nursing service department budget;
Initiates and authorizes or makes recommendations for nursing staff salary changes, promotions, transfers, discharges and other personnel actions;
Conducts pre-employment and terminating interviews with nursing service personnel;
Periodically reviews and evaluates nursing staff performance;
Discusses job problems, grievances and concerns and their resolution with affected employees;
Keeps administrator informed of department progress, problems and any significant factors affecting nursing care;
Keeps abreast of new developments in medical science and nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed.

DIRECTOR OF NURSING - Continued

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; thorough knowledge of modern principles and practices of nursing administration; thorough 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; sympathetic attitude toward the sick; 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 four years of experience in professional nursing activities, two years of which shall have been in a supervisory or administrative position; or
- (b) Graduation from an approved three year school of professional nursing and five years of experience in professional nursing activities, two years of which shall have been in a supervisory or administrative position; or
- (c) Graduation from a regionally accredited or New York State registered college or university with an associate degree in Nursing and six years of experience in professional nursing activities, two years of which shall have been in a supervisory or administrative position; 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