

DIRECTOR OF NURSING

DISTINGUISHING FEATURES OF THE CLASS: This is highly important supervisory and administrative work involving planning and supervising the over-all administrative activities of a medical facility (hospital or nursing home) as they apply to nursing services. The work is performed under administrative direction of the facility administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises all phases of the nursing service to insure complete and competent nursing care for patients; Coordinates the nursing service with other activities of the facility; Establishes nursing policies, such as scheduling, resident care services, and nursing care procedures. Keeps abreast of new developments in medical science and nursing techniques in order that necessary changes and adaptations may be promptly initiated and effectively executed; Oversees MDS/Utilization Review staff; Confers with facility administrator and other administrative and professional personnel to assist in establishing and reviewing policies, programs and procedures; Is responsible for control of approved budget for nursing service personnel; Conducts conferences with supervising and head nurses to plan, interpret and review policies, programs and procedures; Makes daily contacts with facility administrator, supervising and head nurses, physicians, patients/residents and relatives of patients/residents regarding the care of patients/residents and related activities; Recommends physical facilities, equipment and supplies needed to carry on the nursing service; Plans and directs the in-service training program, including orientation of new nursing personnel; Promotes the health and morale of nursing personnel; Conducts correspondence, keeps records and submits a variety of reports related to the nursing service; Puts into effect administrative policies established by the governing authority and/or the Administrator; Interview, selects, and recommends to the Administrator appointment of nursing service personnel; Staffs Nursing Service in accordance with approved staffing plan; Performs such other related duties as may be required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of 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; Comprehensive knowledge of materia medica; nutrition, sanitation and personal hygiene; Some knowledge of institution business management practices; Ability to supervise knowledge of institution business management practices; Ability to supervise the administration of therapeutic measures prescribed; Ability to secure the cooperation of others; Good organizing ability; Demonstrated ability to supervise the work of others; Mental alertness, cheerfulness; Patience; Firmness; Emotional stability; Sympathetic attitude towards the sick; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. (1) Graduation from an accredited college or university with a bachelor's degree in nursing and (2) five years of progressively responsible professional nursing activity of which two years shall have been in a supervisory capacity; OR
- B. (1) Graduation from an accredited three-year school of professional nursing and (2) six years of progressively responsible experience in professional nursing activities of which two years must have been in a supervisory capacity; OR
- C. (1) Graduation from an accredited two-year school of professional nursing and (2) seven years of progressively responsible experience in professional nursing activities of which two years must have been in a supervisory capacity; OR
- D. An equivalent combination of training and experience as indicated in (A), (B) and (C).

SPECIAL REQUIREMENTS: Eligibility for a New York State license as a Registered Professional Nurse. Possession required at time of appointment.

Revised 8/26/88
Revised 12/1/98, 8/9/02
Reviewed 10/6/04