

Category 1, 2, 3, 4  
Universal Precautions  
Apply (Circle One)

## DIRECTOR OF NURSING SERVICES JOB DESCRIPTION

Department: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

### General Purpose:

To plan, organize, develop and direct the overall operation of the Nursing Services Department in accordance with current federal, state and local standards governing the facility, and as may be directed by the Administrator, to ensure that the highest degree of quality care is maintained at all times.

### Qualifications:

- \* Must be a Registered Nurse in good standing and currently licensed by the State of Alabama or in training to satisfactorily complete the requirements to become a Registered Nurse
- \* Must be at least 18 years of age
- \* Must show ability to read and write in a legible and understandable manner
- \* Must speak and understand English
- \* Previous experience in a hospital, long-term care facility or other healthcare related facility
- \* Must be knowledgeable of general, rehabilitative and restorative nursing and medical practices and procedures and laws, regulations and guidelines governing long-term care
- \* Positive attitude toward the elderly

### Essential Job Functions:

#### A. Administrative Functions

##### Duties:

Plan, develop, organize, implement, evaluate and direct the Nursing Services Department, its programs and activities; develop, maintain and periodically update written nursing policies, procedures, manuals, objectives and philosophies; assist in

developing and implementing methods for coordinating nursing services with other resident services; implement plans of action to correct deficiencies; complete medical forms, reports, evaluations, studies, charts, etc.; develop, implement and maintain a quality assurance program; assist in planning, developing, implementing and maintaining resident discharge procedures and plans; develop and implement a nursing services organization structure; participate in surveys and inspections by government agencies; and, make reports and recommendations to the Administrator concerning operations of the department.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with residents, families, personnel and support agencies and ability to remain calm under stress.

B. Nursing Care Functions

Duties:

Participate in interviewing and screening residents for admission to the facility; inform personnel of new admissions, ensure that rooms are ready, greet new admissions and escort to rooms; monitor residents' treatment and medications to ensure residents are receiving proper care; review nurses' notes to ensure proper documentation is maintained relating to residents' treatment, medications and conditions; make rounds with physicians and ensure proper recordkeeping; and, provide direct nursing care as necessary.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Bending, lifting, grasping, fine hand coordination, ability to communicate with residents and personnel, ability to distinguish smells, tastes and temperatures, ability to hear and respond to pages, ability to read and write in English and ability to remain calm under stress.

C. Personnel Functions

Duties:

Assist in recruiting, interviewing, hiring, counseling, evaluating, disciplining and terminating nursing services personnel; document and coordinate personnel actions with the Personnel Manager or Administrator; schedule department work hours, including vacation and holiday schedules, shift and work assignments, etc. to ensure adequate staffing and to expedite work; delegate administrative authority, responsibility and

accountability to nursing services supervisory personnel as deemed necessary to perform assigned duties; ensure that all nursing services personnel have valid and current licenses and are performing duties in accordance with acceptable nursing standards; and, review personnel complaints and grievances and ensure that all personnel are treated consistent with policies and applicable laws.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with personnel and ability to remain calm under stress.

D. Staff Development Functions

Duties:

Develop and participate in planning, implementing, conducting and scheduling orientation, training and in-service educational activities for nursing services personnel; maintain professional competence, as well as current licenses, through participation in continuing education programs, seminars and training programs; encourage nursing services supervisory personnel to attend and participate in leadership and outside training programs; and, ensure that all nursing services personnel attend and participate in Hazardous Communication and Universal Precautions training programs prior to reporting for work assignments.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with personnel, ability to read and write in English and ability to understand and instruct nursing services personnel concerning training and education.

E. Residents' Rights Functions

Duties:

Maintain resident confidentiality and privacy; treat residents with kindness, dignity and respect; know and comply with and ensure that all nursing services personnel know and comply with Residents' Rights rules; monitor nursing services to ensure that residents' rights and needs are met; and, review, promptly report to the Administrator and maintain written records of all resident complaints and grievances.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and personnel and ability to remain calm under stress.

Other Job Functions:

A. Care Plan and Assessment Functions

Duties:

Assist in developing for each resident a preliminary and comprehensive assessment and written care plan that identifies the nursing and medical problems and/or needs of the resident and the goals to be accomplished for each problem and/or need identified; encourage residents and their families to participate in the development and review of care plans; ensure that all nursing services personnel are aware of the care plan and that care plans are used in providing daily nursing services to the resident; review nurses' notes and monitor residents to determine if the care plans are being followed and if each residents' needs are being met; participate in assessing, reviewing and revising care plans as required; and, develop and maintain rapport with all services to ensure that a team effort is achieved in developing comprehensive care plans for all residents.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English and ability to communicate with residents, families and personnel.

B. Planning and Inventory Functions

Duties:

Recommend to the Administrator the equipment and supply needs of the Nursing Services Department; assist in developing and monitoring adequate and cost effective inventory control procedures; make periodic inspections of supplies and equipment to ensure that adequate levels are maintained and that equipment is available and working properly; develop and implement procedures to ensure that trained and authorized personnel operate nursing services equipment in a safe manner; and, assist in preparing and planning the Nursing Services Department's budget and submit to the Administrator.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, ability to communicate with residents, personnel and support agencies and ability to read and write in English.

C. Committee Functions

Duties:

Attend and participate in various committees and meetings of the facility; provide written and/or oral reports of the Nursing Services Department; and, evaluate and implement recommendations pertaining to nursing services.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with personnel and ability to read and write in English.

D. Safety and Sanitation Functions

Duties:

Assist in developing, implementing and maintaining safety standards, written aseptic and isolation techniques, programs for monitoring communicable and/or infectious diseases among residents and personnel, and procedures for reporting hazardous conditions or equipment; ensure that nursing services personnel follow established infection control procedures when isolation precautions become necessary; ensure that nursing services personnel understand and follow departmental policies and procedures, Universal Precautions, established safety rules, and fire and disaster procedures; and, ensure cleanliness of nursing services work areas, stations, preparation rooms, treatment areas and resident care rooms.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, ability to read and write and ability to distinguish smells.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice and that I am an at-will employee.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor