

**The Altenheim
Job Description for Director of Nursing**

Name: _____

Date of Hire: _____

Shift Assignment: _____

The Purpose of Your Job Position

The primary purpose of your job position as DIRECTOR OF NURSING is to plan, organize, develop, and direct the overall operation of the Nursing Service Department in accordance with current federal, state, and local standards, guidelines, our established policies and procedures, and as may be directed by the Administrator, in order to ensure that the highest degree of quality care can be maintained at all times.

Major Duties and Responsibilities

Listed below is an outline of the major duties and responsibilities that you will be required to perform. As Director of Nursing you are delegated the administrative authority, responsibility, and accountability necessary to carry out assigned duties.

Every effort has been made to make your job description as complete as possible; however, it in no way states or implies that these are the only duties you will be required to perform. Other related duties necessary to meet the medical and/or nursing needs of the resident may be assigned to you.

1. Plan, develop, organize, implement, evaluate, and direct the Nursing Service Department, its program, and its activities.
2. Coordinate nursing service programs and activities with other related departments (i.e., Dietary, Activities, Social Services, etc.), in order to ensure the continuity of the resident's plan of care.
3. Develop and maintain written nursing service policies and procedures for implementation of the resident's program of care (i.e., Departmental Policies and Procedures, Nursing Procedure Manual, Philosophy, Objectives, Standards, etc.).
4. Develop and maintain written job descriptions and performance evaluations for each level of nursing personnel.
5. Interpret the department's policies and procedures to employees, residents, visitors, government agencies, etc.
6. Serve on various committees of the facility (i.e., Infection Control, Pharmaceutical, Assessment, Discharge Planning, etc.) and provide written/oral reports of the nursing service programs and activities, as required by the committee's guidelines or direction.
7. Assist the nursing staff in the development and use of nursing care plans.
8. Develop and participate in the planning, conducting, scheduling, etc., of in-service training classes (staff development), on-the-job training and orientation programs for

nursing service personnel, as well as for support personnel involved in providing care/service to the resident.

9. Perform administrative duties, such as completing necessary medical forms/reports, evaluations, studies, charting, etc.
10. Review the department's policies, procedure manuals, job descriptions, etc., at least annually, for revisions, and make recommendations to the Administrator.
11. Assist in the recruitment and selection of nursing service personnel.
12. Determine departmental staffing requirements as necessary to meet the total nursing needs of the residents and assign a sufficient number of licensed supervisory and unlicensed support personnel for each tour of duty.
13. Recommend to the Administrator the number and level of nursing personnel to be employed.
14. Assist the nursing staff in developing work assignments and scheduling duty hours.
15. Delegate administrative authority, responsibility, and accountability to other nursing personnel as deemed necessary to perform their assigned duties. (i.e., Nursing Supervisor, Staff Nurse, etc.).
16. Carry out the resident care policies in the absence of a Medical Director and/or attending physician.
17. Maintain confidentiality of all resident care information.
18. Ensure that residents' rights are followed by nursing service personnel at all times.
19. Review complaints and grievances and make oral/written reports to the Administrator.
20. Prepare and plan the Nursing department's budget and submit to the Administrator for review.
21. Keep abreast of economic conditions/situations and recommend to the Administrator adjustments in nursing services that ensure the continued ability to provide quality care.
22. Recommend to the Administrator the equipment and supply needs of the department.
23. Ensure that nursing service personnel follow established safety regulations in the use of equipment and supplies, providing care/services, etc., at all times.
24. Ensure that the department is maintained in a clean and safe manner for resident comfort and convenience by ensuring that necessary equipment and supplies are maintained and operable to perform such duties and services.
25. Ensure that all employees, residents, and visitors follow established departmental policies and procedures.
26. Participate in the interviewing and selection of residents for admission, in relation to nursing needs and the capability of the department meeting those needs.
27. Participate in Discharge Planning, developing and implementing Resident Care Plans, Nursing Assessments etc., to meet the total needs of the resident.
28. Review the nursing requirements of each resident admitted and assist the attending physician in planning the resident's Plan of Care.
29. Encourage residents and their family members to participate in developing care plans for meeting the medical and nursing needs of the resident.
30. Ensure that a stock level of medications, medical supplies, equipment, etc., is maintained on the premises at all times.
31. Assist in developing, maintaining, and implementing written policies and procedures for the administration, storage, and control of medications and supplies.

32. Maintain a reference library of written nursing material (i.e., PDR's and procedures for the administration, storage, and control of medications and supplies).
33. Develop and maintain a procedure for ensuring that professional nursing personnel, including private duty nurses, have valid and current licenses as required by the state.
34. Review nurses' notes to ensure that they are informative and descriptive of the nursing care provided and of the resident's response to the care.
35. Make rounds with attending physicians to record and sign progress notes, physicians' orders, treatment plans, etc.
36. Encourage attending physicians to record and sign progress notes, physician orders, treatment plans, etc.
37. Make daily rounds to ensure that nursing service personnel are performing required duties and to ensure that appropriate nursing care is being rendered to meet the needs of the residents.
38. Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the department.
39. Develop, maintain, and implement infection control policies and procedures to ensure that a sanitary environment is maintained at all times and the aseptic and isolation techniques are followed by all personnel.
40. Develop and implement a nursing service organization structure.
41. Evaluate and implement recommendations from established committees.
42. Cooperate with the facility's consultants and implement recommended changes as approved by the Administrator.
43. Make written and oral reports/recommendations to the Administrator as necessary/required, concerning the operation of the Nursing Service Department.
44. Assume the responsibility for maintaining your professional competence through participation in programs and continuing education (i.e., nursing seminars, training programs, etc.).
45. Maintain a good attendance record. (Abuse of this requirement is interpreted as excessive absenteeism).
46. Maintain a good record of punctuality. (Abuse of this requirement is interpreted either as excessive tardiness, i.e., arriving later than your regular clock-in time, or excessive unauthorized early leave, i.e., departing work prior to your regular clock-out time.)
47. Limit personal calls at work to emergencies.
48. Be available by telephone or pager at all times, except when on vacation.
49. Other responsibilities as deemed necessary and appropriate, or as may be directed by the Administrator.