Job Description
DIRECTOR OF NURSING

| Location: | Hourly, Non-Exempt | Salaried, Exempt | Department: Administration | FT | PT | PRN |

**BASIC FUNCTION**
The Director of Nursing assumes authority, responsibility, and accountability for the delivery of nursing services in the facility. In collaboration with facility Administration, allocates department resources in an efficient and economic manner to enable each resident to attain or maintain the highest practical physical, mental, and psychosocial well-being. Collaborates with other departments, medical professionals, consultants, and organizations, including government agencies and advocacy groups, to develop, support and coordinate resident care, related administrative functions, and to represent the interests of the facility.

**RESPONSIBLE TO:** Administrator/Executive Director, Director of Clinical Services, and Director of Operations.

**EDUCATION, QUALIFICATIONS, AND CREDENTIALS**
Must possess a current Indiana license as a Registered Nurse and have graduated from an accredited school of nursing. Two years of professional nursing experience in the long-term care setting is required, and a minimum of three years experience in nursing administration or a comparable management position. Must possess and demonstrate a high degree of leadership, organizational ability, and communication skills. Knowledge of long-term care management, policies, budgeting, personnel management, and census development is required. Current CPR certification is preferred.

**ESSENTIAL JOB FUNCTIONS**
The employee must be able to perform each essential function effectively to be successful in this position.

1. Develops, maintains, and implements nursing policies and procedures that conform to current standards of nursing practice, facility philosophy, and operational policies while maintaining compliance with state and federal laws and regulations.
2. Communicates and interprets policies and procedures to nursing staff, and monitors staff practices and implementation.
3. Participates in all admission decisions, and may visit prospective residents before admission.
4. Participates in daily or weekly management team meetings to discuss resident status, census changes, personnel, or resident complaints or concerns.
5. Evaluates the work performance of all nursing personnel, assists in the determination of wage increases, and implements discipline according to operational policies.
6. Ensures delivery of compassionate quality care and nursing supervision as evidenced by adequate services and staff coverage on unit, absence of odors, general cleanliness, prevention of pressure wounds, and apparent maintenance of optimal resident functions.
7. Demonstrates knowledge of and application of Key Clinical Quality Indicators, and proactively monitors and implements systems to achieve and/or surpass company thresholds.
8. Exercises overall supervision of resident assessments and care plans.
9. Oversees or is responsible for the CNA and QMA certification programs, competency testing, and all related records.
10. Reviews 24-hour report from every unit daily to monitor and ensure timely, effective responses to significant changes in condition, transfers, discharges, use of restraints, unexplained injuries, falls, behavioral episodes, and medication errors.
11. Collaborates with physicians, consultants, community agencies, and institutions to improve the quality of services and to resolve identified problems.
12. Coordinates nursing services with all other departments including Therapy.

Effective March 2004
13. Oversees nursing schedules to assure they meet resident needs and regulatory and budgetary standards.
14. Participates in the recruitment and selection of nursing personnel and assures sufficient staff are hired.
15. Oversees and supervises development and delivery of inservice education to equip nursing staff with sufficient knowledge and skills to provide compassionate, quality care and respect for resident rights.
16. Proactively develops positive employee relations, incentives, and recognition programs. Promotes teamwork, mutual respect, and effective communication.
17. Performs rounds to observe care and to interview staff, residents, families or other interested parties.
18. Monitors staff for compliance with OSHA mandates and facility policies on workplace safety. Proactively develops procedures and incentives to promote workplace safety and safe work practices.
19. Establishes, implements, and monitors the infection control program designed to provide a safe, sanitary, and comfortable environment designed to prevent the devilment and transmission of disease and infection.
20. Prepares or reviews infection control surveillance reports to identify trends and to develop effective actions to control and prevent infections. Submits an infection control report to the QA Committee.
21. Is an active member of the QA Committee.
22. Coordinates and/or develops on-going QA activities for nursing services to monitor nursing compliance with standards and regulatory requirements through rounds, interviews, and record reviews. Compiles summary of findings for the Quality Assurance committee.
23. Participates in budget development for the nursing department, and for medical, nursing, and central supplies. Assures nursing staff properly charges out ancillaries used.
24. Helps the Administrator prepare staff for inspection surveys, instructing staff on matters of conduct and disclosure, being interviewed by inspectors, immediate corrections of problems noted by surveyors, etc. Reviews and reinforces important standards previously cited.
25. Participates in the preparation of the Plan of Correction response to an inspection survey, and implements any follow-up QA required for any nursing allegations.
26. Communicates directly with residents, families, medical staff, nursing staff, interdisciplinary team members, and Department Heads to coordinate care and services, promote participation in care plans, and maintain a high quality of care and life for residents.
27. Promotes customer service and hospitality and responds to and adequately resolves complaints or concerns from residents or families about nursing services.
28. Monitors facility incidents and complaints daily to identify those defined as unusual occurrences by State policy and promptly reports such occurrences to Administrator/Executive Director for appropriate action.
29. Monitors complaint reports daily for allegations of potential abuse or neglect, or the loss or misappropriation of resident property, and participates in these investigations.
30. Promotes compliance with accident prevention procedures, safety rules, and safe work practices to prevent employee injury and illness and control worker’s compensation costs.
31. Assures staff is trained in fire and disaster and other emergency procedures, and evaluates performance during drills.
32. Interacts courteously with residents, family members, employees, visitors, vendors, business associates, and representatives of government agencies.
33. Acts in an administrative capacity in the absence of the Administrator.

The preceding list of essential functions is not exhaustive and may be supplemented.

KNOWLEDGE, ABILITIES, AND SKILLS
Knowledge of current federal and state laws and regulations that apply to the practice of nursing in a long-term care setting. Has strong organizational and time management skills and the ability to prioritize responsibilities. Ability to make presentations before top management, public groups, and staff. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to read, analyze, and interpret journals, financial reports, and legal documents. Ability to apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

SPECIAL REQUIREMENTS
Must be able to work overtime. Must be available on an “on-call” basis. Wears a pager to be summoned to the facility in an emergency and is expected to report to the facility in an emergency.

Effective March 2004
**WORKING CONDITIONS**
Works in a climate-controlled and well-lighted environment with a smoke-free policy. Works in an office and throughout the building daily. Has Category 1 risk of exposure to infectious diseases, but receives training in handwashing practices and Universal Precautions and has access to personal protective equipment if direct exposure is anticipated. Is subject to interruptions, noise, and odors daily.

**PHYSICAL DEMANDS**
The physical demands below are typical of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be available for individuals with disabilities.

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<thead>
<tr>
<th>Physical Demand</th>
<th>Never (0%)</th>
<th>Occasionally (1-30%)</th>
<th>Frequently (31-60%)</th>
<th>Continuously (61-100%)</th>
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<tbody>
<tr>
<td>Lifting/Carrying</td>
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<tr>
<td>1-10 lbs.</td>
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<td>11-25 lbs.</td>
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<tr>
<td>26-50 lbs.</td>
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<td>Pushing/Pulling</td>
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<td>20-50 lbs.</td>
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<td>X</td>
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<td>over 50 lbs.</td>
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<td>Climbing/Balancing</td>
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<td>Stooping/Bending</td>
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<td>Standing/Sitting</td>
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<td>Walking</td>
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<tr>
<td>Travel</td>
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**ACKNOWLEDGEMENT**

I have read this job description and understand that in accepting this position I indicate I can meet the essential functions of this position and other work requirements, with or without accommodations. I understand my obligation to follow the policies and procedures governing the performance of my duties and to practice the ethical standards of conduct and behavior expected in my associations with the residents and their families, visitors, co-workers, and business associates of the facility. I accept the position of Director of Nursing and will perform the duties to the best of my ability.

__________________________
Date

__________________________
Employee Signature

*This job description is not an employment contract, implied or otherwise. The employment relationship remains at-will.*