

**ASSISTANT DIRECTOR OF NURSING
JOB DESCRIPTION**

JOB OBJECTIVES

Under the general direction of the Director of Nursing, assist in administration of nursing services of a 190 bed long term care facility comprised of geriatric and long term care residents. Assists with planning, development, implementation, evaluation and revisions of nursing policies and procedures, develops and maintains qualified staff to carry out resident care services. Responsible for implementation of nursing care of all residents. Assures quality of care is rendered to all residents in compliance with all state and federal regulations applicable to a skilled long term care facility. Assists with development and monitoring of nursing department goals, objectives, productivity and effectiveness. Acts as Director of Nursing and Administrator in the absence of both.

JOB STANDARD

1. Current licensure as registered professional nurse in Illinois.
2. Certification in rehabilitative nursing.
3. Knowledge of gerontological and restorative nursing skills.
4. Administrative nursing experience.
5. Thorough knowledge of federal, state, and local regulations that apply to skilled long term care/Medicare certified facilities.
6. Thorough knowledge of nursing theory and practices and Nursing Practice Act.
7. Knowledge of labor laws, OSHA rules & regulations and current union contract.
8. Must have current Cardiopulmonary Resuscitation Certification.
9. Must have on-going inservice education.
10. Formal training of 4 or more years experience in restorative and gerontological nursing; and 3 or more years experience in management or supervision.
11. Must attend and complete orientation class.
12. Must have physical exam and 2 tuberculin skin tests (chest x-ray if positive reactor) within 10 days of beginning employment.
13. Must be able to safely perform the essential job functions with or without reasonable accommodation.
14. Ability to verbally communicate with resident, families, the public, and staff of the Nursing Home.
15. Ability to read and write English, communicate in writing, and document observations.
16. Must possess excellent interpersonal skills, be patient and organized. Must possess excellent communication skills, both orally and written. Must have decision making ability. Must be able to cope with stressful situations. Must be able to establish and maintain a working relationship with

professional and non-professional staff, residents and their families, and the general public.

17. Knowledgeable of current AFSCME contract.

PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

A) **Physical**

1. Strength:

- a. Ability to transfer, lift, move, turn and assist a resident to or from a bed, wheelchair, cardiac chair, lounge chair, Alzheimer chair, geriatric chair, hooyer lift, toilet, commode, tub, shower and Swedish tub and occasionally from the floor. This requires varying degrees of pushing, pulling, lifting and turning due to the differences in resident weights which could be over 100 pounds. Ability to transfer, lift, push, move equipment such as digital scale, furniture, linen barrels, shower chair, wheelchair, cardiac chair, etc. up and down halls with resident in it, Swedish tub with resident in it. (Done as needed).
- b. Ability to push/pull/guide medication cart, emergency cart, treatment cart up and down halls, in and out of rooms, etc. (Done as needed).
- c. Lifts and carries residents charts, kardexes, blood pressure equipment, tube feeding pump and supplies, glucometers, suction machines, portable whirlpool, oxygen tanks and oxygen concentrators, etc. without assistance. (Done as needed).
- d. Requires ability to turn, lift and position residents with or without assistance to render care and treatments. (Done as needed).

2. Manual Dexterity:

- a. Must be able to continuously perform simple manipulative tasks such as the equipment listed above (#1. Strength) as well as thermometers, blood pressure equipment, a writing instrument, safety pins, buttons, velcro, snaps, buckles, tie strings, clasps, and zippers. Occasionally perform difficult manipulative tasks. (Done as needed).
- b. Must be able to use glucometer machine, pour and administer medications, give injections, draw blood, start IV's, change dressings, render first aid and treatments, give ostomy care, urological care, enteral feedings, respiratory care. Must be able to use clamps, tweezers, scissors, calculators, business machine, computer, etc. (Done as needed).

3. Coordination:

- a. Ability to safely assist a resident with all ADL's, transfers and ambulation requiring good hand/eye coordination, steadiness and the ability to move about in tight spaces, between objects, equipment and furniture.
- b. Requires fine motor coordination to complete specialized tasks as described above (#2). (Done continuously).

4. Mobility

Must be able to stand, walk frequently. Must be able to sit for long periods of time. Frequently squat, bend to floor, reach over the shoulder, kneel, twist, sit, stand occasionally climb stairs and may be in uncomfortable positions for prolonged periods of time.

5. Speech

Must be able to continuously articulate clearly and precisely.

6. Emotional Stability

Must be able to continuously deal effectively with stress created by care plan process, care plan meetings, residents, families, legal representatives, multiple tasks, repetitive tasks, noises, interruptions and work cooperatively as part of the health care team while maintaining a pleasant demeanor.

B) **Sensory:**

1. **Vision** – Must have ability to identify a resident within a distance of 20 feet. Must be able to continuously observe and assess residents for change in condition. Must have ability to read small print, computerized print, digital screens, watches, gauges, thermometers, syringes, written material, pharmacy labels, forms and similar equipment. Must be able to detect subtle differences in color for resident assessment (i.e. circulation, wounds drainage, etc.). Must be able to distinguish colors for warning lights, signs and labels. (Done continuously).
2. **Hearing**
 - a. Must be able to hear continuously, hear normal sounds and voice patterns with some background noise. Must be able to receive verbal instructions and converse with residents, co-workers, families and visitors. Must be able to respond to audible emergency signals, alarms, call-light indicators and be able to answer and use the phone. (Done continuously).
 - b. Must be able to distinguish sounds with a stethoscope. Must be able to hear and understand voice pages. Must be able to hear telephone conversation. Must be able to differentiate alarms, such as feeding and IV pumps, safety alarms, glucometer, etc. (Done frequently).
3. **Smell**

Must be able to differentiate between normal and abnormal body odors and discharges. Must be able to detect the odor of smoke, gas, spoiled food, soiled linen, etc. (Done frequently).
4. **Tactile**

Must have tactile sensation to palpate pulses, feel skin temperature, palpate veins and to make resident assessment. (Done occasionally).

C) **Cognitive**

1. **Concentration**

Ability to concentrate on multi-step tasks with constant interruptions. Requires ability to assess and complete multitude of tasks through out the day. Tasks may overlap. Must be able to prioritize over long periods of time. (Done continuously).
2. **Attention Span**

Attend to a function from 5 minutes to long periods of time. (Done continuously).
3. **Conceptualization**

Must be able to assess, formulate, implement and evaluate resident plans of care, policies, procedures. Must be able to problem solve. Must be able to interpret regulatory guidelines and develop policies for compliance. Must be able to understand and relate specific ideas, concepts, etc. regarding policies and procedures. (Done continuously).
4. **Memory**

Must have short and long term memory for tasks, assignments, policies and procedures, regulations, personnel issues and facility operations. (Done continuously).

JOB RESPONSIBILITIES AND DUTIES

1. Directs implementation of nursing care of all residents. Assess residents, plans care, advises and consults with nursing staff and interdepartmentally to maintain quality nursing care in compliance with accepted standards of nursing practice and all state and federal regulations.
2. Audits medical records of all residents, both current and deceased residents. Directs staff in meeting documentation guidelines, audits medication and narcotic records, procures records for fiscal intermediary, completes documentation for Medicare reimbursement, reviews medical records of prospective admissions to determine appropriateness of admission. Ensures documentation accurately reflects nursing care rendered and complies with accepted standards of nursing practice, and all state & federal rules & regulations. Ensures nursing and physicians orders are carried out and documented. Ensures documentation maximizes reimbursement.
3. Formulates, implements, and revises resident care policy and procedures to reflect current standards of nursing practice and federal & state rules & regulations. Directs staff to ensure compliance with policy and procedures.
4. Formulates, implements and revises nursing personnel policies & procedures, directs staff to ensure compliance. Serves on committees related to personnel issues, including union contract negotiations, labor management meetings, grievance hearings, etc. Ensures personnel policies & procedures are in compliance with fair labor standards & union contracts. Disciplines staff as needed.
5. Recruits, retains, and terminates nursing personnel.
6. Evaluates nursing care required to determine staffing needs on resident units. Schedules all nursing personnel in compliance with state & federal requirements and within budgetary constraints. Conducts daily & weekly audit of payroll report. Maintains scheduling records.
7. Supervises and directs nursing personnel. Advises professional staff with supervision of personnel. Evaluates and intervenes with personnel issues. Reviews evaluations. Teaches and conducts inservices and communication meetings, disseminates information to nursing personnel.
8. Conducts Utilization Review. Prepares and presents monthly extended stay report. Conducts interim review of Illinois Public Aid and Medicare residents. Assists with MCE studies.
9. Coordinates resident safety program. Reviews all resident incident reports, compiles monthly reports, makes recommendations to prevent recurrence, compiles statistical data, disseminates yearly reports to all departments.
10. Coordinates employee health & safety program. Reviews employee incidents, conducts employee safety meetings, maintains safety records. Ensures compliance with employee health & safety rules & regulations.
11. Participates as a member of a variety of committees including, but not limited to: Quality assurance, staff development, resident education, infection control, pharmacy, medical advisory board, & ad hoc committees. Assists with data compilation and interpretation. Acts as liaison between nursing department and other nursing home departments.

12. Assists with all licensing or fiscal intermediaries in licensure, certification and inspection of care surveys to assure compliance with rules and regulations and to maximize reimbursement. Assists with maintaining facility preparedness for same.
13. Acts as House Supervisor.
14. Performs duties of staff nurse in scheduling emergencies.
15. Assists in development of annual budget for nursing service, monitors use and authorizes purchase of nursing equipment and supplies as deemed necessary.
16. Acts as Director of Nursing and assumes all responsibilities, completes all reports, etc., in her absence. Assumes duties of Administrator in absence of Director of Nursing and Administrator.
17. Performs miscellaneous duties, which includes nursing department duties & assisting other departments as needed.
18. On call 24 hours per day, 7 days per week.

WORK SETTING/ENVIRONMENT

1. Work is performed indoors although during the summer, fall and spring residents are occasionally taken outdoors. The nursing home is well lighted and clean with some exposure to dust. Heat and air conditioning are controlled by the buildings central system.
2. There are constant exposures to blood, body tissues, and fluids with occasional exposure to hazardous and infectious disease.
3. Exposure to loud or unpleasant voices and bodily injury on a regular basis.
4. Constant stress of working with such residents and their families, combined with the resident who may be disoriented, irrational, highly agitated or given to abrupt mood swings.
5. Continuous exposure to latex, plastic and/or materials which are used for personal protective equipment.
6. Frequent exposure to unpleasant odors as related to care of incontinent/ill residents.
7. Constant exposure to chemical compounds of medications and treatments and disinfectants and chemicals related to use of copy machine.
8. Constant exposure to computer monitor, video display terminal.

EQUIPMENT USED

Adaptive device, air mattress, call/intercom system, cardiac chair, canes, chair scale, commode, computer, copy machine, electric bed, electronic thermometer (genius/timpanic), electric time clock, electronic scale, electric wheelchair, fax machine, fire extinguisher, food carts/trays, gait belt, gel cushions, geriatric chair, gloves (latex, plastic, rubber, vinyl), glucometer, hair dryer, Hoyer scale, Hoyer lift (E-Z lift), ice packs, isolation apparel, linens, linen carts, linen barrels, medication carts, microwave oven, nail clipper, oxygen tanks/concentrators and equipment, parenteral and enteral equipment, phone, radio, razor (manual), respiratory therapy equipment, safety monitor, scissors, secure care system, shaver (electric), sliding board, soap dispensers, sterilizer, switches, suction

machine, tables, thermometer (oral/rectal), television, toenail clippers, tub lift, ultrasonic cleaner, vaporizer, various pumps, video equipment, walker, wheelchair, whirlpool (portable), whirlpool tubs, and all equipment used by nursing department employees.

EMPLOYEE RESPONSIBILITIES IN EMERGENCY

Must have thorough knowledge of all emergency and disaster procedures of facility. Directs subordinates to respond to emergency situations involving the safety of residents, employees, visitors, and facility. This includes the ability to assist with evacuation.

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