

## **DIRECTOR OF NURSING JOB DESCRIPTION**

### **JOB OBJECTIVES**

Administratively directs all professional/non-professional and direct/indirect nursing care functions of nursing services of a 190 bed long term care facility comprised of geriatric and long term care residents. Responsible for development and implementation, evaluation and revisions of nursing policies and procedures to assure compliance with accepted standards of nursing practices. Participates in designing resident care delivery system. Develops, implements, and monitors nursing department goals and objectives. Monitors nursing department productivity and effectiveness. Assures conformity to all federal and state regulations. Recommends numbers and level of nursing personnel to be hired. Screens, interviews, and hires nursing personnel. Responsible for development and maintenance of qualified staff. Assumes all duties of nursing home administrator in his/her absence.

### **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/Medicaid certified facilities.
6. Thorough knowledge of nursing theory and practices and Nursing Practice Act.
7. Knowledgeable of applicable federal and state labor laws.
8. Knowledgeable of current AFSCME contract.
9. Must have current Cardiopulmonary Resuscitation Certification.
10. Must have on-going in-service education.
11. Requires formal training or 4 or more years experience in restorative and gerontological nursing; and 3 or more years of administrative nursing experience, preferably in geriatrics or related areas.
12. Must possess ability to thoroughly assess residents and initiate appropriate nursing intervention. 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.
13. Must attend and complete orientation class.
14. Must have physical exam and 2 tuberculin skin tests (chest x-ray if positive reactor) within 10 days of beginning employment.

15. Must be able to safely perform the essential job functions with or without reasonable accommodation.

16. Must be able to read/write English, communicate in writing and document observations.

**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. (Done continuously).

**5. Speech**

Must be able to continuously articulate clearly and precisely. (Done continuously).

## **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. (Done continuously).

## **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 plan of care, advises and consults with nursing staff and all nursing home departments. Coordinates nursing services with other resident care services, medical, pharmaceutical, dietary, psychosocial, activities and rehab services. Assures interdisciplinary approach to nursing care plan. Makes daily rounds to evaluate quality of nursing care, review medical records, and ensure compliance with all federal and state regulations.
2. Formulates, implements, and revises policy and procedures to reflect current standards of care, federal and state regulations. Keeps current with Department of Healthcare & family Services (DHFS), Illinois Department of Public Health and Medicare federal rules and regulations. Directs staff to ensure compliance with policy and procedures and to maximize reimbursement form Illinois Public Aid.
3. Audits medical records of all residents. Directs staff in meeting documentation guidelines. Audits narcotic records and medical records. Procures records for fiscal intermediaries. Completes documentation for Medicare reimbursement. Reviews medical records of prospective admissions to determine appropriateness of new admission. Ensures documentation accurately reflects nursing care rendered, meets accepted standards of nursing practice, federal and state guidelines, and maximizes reimbursement form governmental agencies.
4. Recruits, hires, retains, and terminates nursing personnel. Coordinates staff development with in-service department. Coordinates evaluation process of nursing personnel. Administers disciplinary action as needed. Advises professional staff with supervision of personnel.
5. Supervises and directs all nursing personnel. Advises professional staff with supervision of nursing personnel. Establishes and maintains communication and problem solving system among nursing staff and interdepartmentally to assure continuity of care and compliance with policy and procedures. Teaches and conducts in-services, holds management and communication meetings. Maintains personnel files. Serves as liaison to other departments, administrator, and medical staff. Holds daily report to keep all departments abreast with current resident status.
6. Directs nursing & rehab personnel per current facility policy and procedure and AFSCME contract. Participates in labor negotiation and management meetings with AFSCME personnel
7. Develops operational plan of action and budget for nursing department. Monitors budget compliance. Participates in development of new programs and capital budgets for nursing department and other departments. Recommends staffing levels of nursing personnel. Responsible for purchase of nursing supplies and nursing equipment.
8. Promotes nursing home's philosophy, goals, and objectives. Maintains a therapeutic restorative environment to ensure optimal physical, mental and psychosocial function for all residents.
9. Supervises development and coordination of specialized programs to assure quality of care and maximum reimbursement, i.e., skin care program, restorative programs, quality assurance program, safety program, etc.
10. Participates as a chairperson or member of a variety of committees including, but not limited to: Quality assurance, staff development, CNA advisory, resident education, infection control, pharmacy, medical advisory board, utilization review. Conducts utilization reviews. Serves as liaison between nursing department and other departments. Provides input, makes evaluations, and recommendations to improve quality of life for residents and to insure compliance with rules and regulations.

11. Assists all licensure or fiscal intermediaries in conducting inspection of care, licensure and certification surveys to assure compliance with rules and regulations and to maximize reimbursement. Maintains facility preparedness for same.
12. Compiles and maintains numerous daily, weekly, and monthly reports, statistics for audit, reimbursement, surveys, and quality of care purposes.
13. Communicates to Medical Director and physicians to update on facility issues.
14. Keeps nursing home current on issues, practices, and healthcare trends. Represents the nursing home on long term care association advisory committees, etc. Participates in planning and implementing new programs, etc.
15. Assumes duties of nursing home Administrator and Assistant Director of Nursing in their absence.
16. Maintains daily contact with all departments in nursing home to assure communication re: resident status, clarify budgetary issues, assure safety of residents, etc. Maintains contact with physician, pharmacy, and other outside agencies (hospital, laboratory, DHFS, Illinois Department of Public Health, etc.) for communication and quality of care issues.
17. Acts as liaison to families, the public, etc.
18. Assumes other duties as directed.

### **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 residents, families, and visitors 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.

## **EQUIPMENT USED**

Adaptive device, Alzheimer's chair, Airkem machine, 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, keyless entry system, 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.

## **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. Direct evacuation if necessary.

Written: 3/93

Revised: 12/00

3/05