

Organization Name Job Description

Job Title: Assistant Director of Nursing Services

Department: Nursing

Reports To: Director of Nursing Services

FLSA Status: Exempt

Prepared Date February, 2003

POSITION PURPOSE

Assists the Director of Nursing Services in directing the activities of licensed and non-licensed personnel who provide health care and nursing services to residents of the Champaign County Nursing Home on a 24-hour, 7 days per week basis.

NATURE AND SCOPE

The Assistant Director of Nursing Services reports to the Director of Nursing Services. Reporting to this position are Shift Supervisors, Registered Nurses, Licensed Practical Nurses, Nurse Assistants, Unit Clerk and Medical Records Clerk.

The Assistant Director of Nursing Services compliments the Director of Nursing Services in planning, developing and supervising the activities of licensed and non-licensed personnel who provide health care and nursing services to Nursing Home residents. This position assists with the development and implementation of nursing services, objectives, policies and procedures in accordance with Federal and State regulations.

The incumbent shares, with the Director of Nursing Services, the responsibility for selecting Nursing Department staff, completing employee appraisals and resolving problems involving employee disciplinary action.

The Assistant Director of Nursing Services shares responsibility for backing up RN staff on a 24-hour per day, 7 days per week basis.

The Assistant Director of Nursing Services may confer with residents' physicians on an occasional basis to clarify medical orders and direct care.

In the absence of the Director of Nursing Services, the Assistant Director of Nursing Services performs the duties of the Director.

Minimum requirements necessary to effectively perform position responsibilities include graduation from an Accredited School of Nursing with a Bachelor of Science Degree in Nursing preferred; licensed as a Registered Nurse in the State of Illinois; 3-5 years of responsible nursing experience, preferably in a long-term care facility; basic computer skills; excellent communication and management skills or an acceptable equivalent combination of education and experience, respect for principles of resident rights, confidentiality, EEO and ADA.

PRINCIPAL ACCOUNTABILITIES

Oversees the clinical operations (i.e. monitoring resident conditions, psychopharmacological drugs, restraint use, foley catheters, pressure ulcers, etc.) of the Nursing Department.

Assists the Director of Nursing Services in the design, implementation and evaluation of nursing systems that ensure consistent delivery of care and maintains and promotes resident rights.

Conducts nursing rounds on all units several times a day, including the beginning and end of shift.

Provides reports/recommendations as needed/required for the Director of Nursing Services concerning the operations of Nursing Services.

Assists the Director of Nursing Services in the development, implementation and evaluation of facility policies, procedures and guidelines on an annual and on-going basis (i.e. nursing, pharmacy, lab, physicians, medical records, etc.)

In the absence of the Director of Nursing Services, conducts staff meetings.

Assists the Director of Nursing Services in ensuring that residents are free from abuse, mistreatment and neglect.

Assists the Director of Nursing Services in ensuring nursing staff awareness and compliance with Federal and State regulations relative to resident rights issues.

Assists in Nursing administrative calls.