

Champaign County Job Description

Job Title: Director of Nursing Services

Department: Nursing

Reports to: Nursing Home Administrator

FLSA Status: Exempt

Prepared Date: February, 2003

POSITION PURPOSE

Directs the licensed and non-licensed staff 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 Director of Nursing Services reports to the Nursing Home Administrator. Reporting to this position are: the Assistant Director of Nursing Services, Restorative Care Coordinator, Care Plan Coordinator, 3 Shift Supervisors, 17 Registered Nurses, 13 Licensed Practical Nurses and 95 Nurse Assistants, 1 Medical Records Clerk and 2 Unit Clerks.

The Champaign County Nursing Home, owned by the County, is a 243-bed licensed facility providing skilled, intermediate, and shelter care to its residents as well as adult day care, respite services, and employee child care. The Nursing Home employs approximately 260 people and is entirely self-supporting.

The Director of Nursing Services' primary responsibility is to ensure the provision of quality nursing care on a 24-hour basis to the residents of the Champaign County Nursing Home in accordance with Federal, State and Local standards and regulations.

The incumbent is responsible for the recruitment and hiring of both licensed and non-licensed personnel. This position monitors the job performance of the nursing staff, monitors Nursing Department performance evaluations, completes performance evaluations of Assistant Director of Nursing Services, Restorative Care Coordinator, Care Plan Coordinator, Medical Records Clerk, Nurse Supervisors, and recommends employee promotions and terminations to the Nursing Home Administrator. The Director of Nursing Services monitors the staffing levels of various nursing sections; and as necessary, directs staff rotations and reschedules personnel to meet increased or decreased nursing service demands.

The Director of Nursing Services develops nursing service objectives, policies and procedures and directs the implementation of these objectives. The incumbent continuously monitors Federal and State guidelines and requirements and revises Departmental procedures accordingly. This position recommends in-service educational programs geared to the specialized needs of geriatric patients. This position also monitors on-going staff development programs for all nursing personnel. The Director of Nursing Services functions as a liaison between the residents, their families, staff and the general public - responding to inquiries and providing information on nursing care and services, and may screen prospective residents to assure that staff has the ability

to provide the care needed. The Director of Nursing Services assures that there is compliance with the regulations pertaining to care plans and resident assessments. The Director of Nursing Services monitors the quality of care provided on the Alzheimer and Related Disorders Unit and assists in the assessment process for admission to and exit from the unit. This position also monitors the success of the Restorative Care Program in providing restorative nursing that maximizes each resident's existing abilities. This position collaborates with the contract therapy company to enhance the quality of care for the residents.

This position assists with the preparation of the Departmental annual budget and maintains the operating budgets for personnel and medical equipment and makes budget recommendations as to the purchase of such equipment.

The major challenge of this position is the recruitment and retention of qualified licensed and non-licensed personnel. The Director of Nursing Services is faced with recurrent employee turnover while striving to provide continuity of care and maintain employee morale and motivation levels.

The most complex problem the Director of Nursing Services faces is the provision of quality nursing services to the geriatric residents with fluctuating staffing levels and availability. Other problems encountered include monitoring changes in Illinois Department of Public Health and Public Aid regulations and implementing revised nursing policies and procedures; and completing increased paperwork demands.

The Director of Nursing Services is responsible for overseeing and implementing infection control, pharmaceutical and physical/chemical restraining policies and procedures, and assures that committee recommendations are carried out.

The effectiveness of this position can be measured by the Nursing Home successfully fulfilling Illinois Department of Public Health and Public Aid licensure/certification requirements and maximizing Title 18 and Title 19 reimbursement rates.

The desired minimum requirements necessary to effectively perform position responsibilities include graduation from an accredited School of Nursing; three years of responsible nursing experience, preferably in a long-term care facility; excellent management skills or an acceptable equivalent combination of education and experience, and the ability to communicate in English both orally and in writing, to complete required Nursing Department documentation, and respect for the principles of resident rights, confidentiality, EEO and ADA.

PRINCIPAL ACCOUNTABILITIES

Develops and implements nursing service objectives, policies and procedures to maintain quality nursing care in the Champaign County Nursing Home.

Determines staffing levels and monitors for adequacy in provision of nursing care.

Oversees administrative functions in Nursing Department.

Recommends and collaborates in in-service education programs to promote staff development.

Monitors the quality and type of care provided on all residential units, and the resident outcomes influenced by restorative care programming.

In the absence of the Nursing Home Administrator, the Director of Nursing Services is responsible for the overall operations of the facility.