

COLUMBIA HEALTH CARE CENTER
WYOCENA, WISCONSIN

JOB DESCRIPTION

POSITION TITLE: Director of Nursing

SUPERVISOR: Administrator

POSITION OBJECTIVES

The primary purpose of your job position is to plan, organize, develop, and direct the overall operation of our Nursing Department in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility, and as may be directed by the Administrator and Medical Director, to ensure that the highest degree of quality care is maintained at all times.

PERSONAL QUALIFICATIONS

EDUCATION:

- Must possess, as a minimum, a Registered Nursing Degree from an accredited college or university.
- Bachelor of Nursing Degree is desired.

EXPERIENCE:

- Must have a minimum of three (3) years of experience as a supervisor in a hospital, long-term care facility, or other related health care facility.
- Knowledge of Geriatric and Rehabilitative Nursing, Medicare, MDS, Person Centered Care, and Human Resources.
- Knowledge of HFS 132 Nursing Home State & Federal Regulations.

SPECIFIC REQUIREMENTS:

- Must possess a current, unencumbered license to practice as a Registered Nurse in the State of Wisconsin.
- Must be able to read, write, speak and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as willingness to handle difficult residents.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
- Must be able to relate information concerning a resident's condition.

- Must not pose a direct threat to the health or safety of other individuals in the workplace.
- Acts as a liaison for the Medical Director in the community with ancillary services (lab and x-ray departments), hospitals, and other medical staff.

DELEGATION OF AUTHORITY

As the Director of Nursing of Nursing Services, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties. In the absence of the Medical Director, you are charged with carrying out the resident care policies established by this facility.

MAJOR DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE FUNCTIONS:

- Plan, develop, organize, implement, evaluate, and direct the nursing service department, as well as its programs and activities, in accordance with current rules, regulations, and guidelines that govern the long-term care facility.
- Develop, maintain, and periodically update written policies and procedures that govern the day-to-day needs of the resident.
- Maintain a reference library of written nursing material (i.e., PDR's Federal and State Regulations, etc.) that will assist the nursing service department in meeting the day-to-day needs of the resident.
- Develop, maintain, and periodically update the Nursing Service Procedures Manual and nursing service objectives and philosophies.
- Develop and implement a nursing service organization structure.
- Make written and oral reports/recommendations to the Administrator, as necessary/required, concerning the operation of the nursing service department.
- Develop, maintain, and periodically update written job descriptions for each level of nursing personnel in accordance with Americans with Disabilities Act.
- Develop methods for coordination of nursing services with other resident services to ensure the continuity of the residents' total regimen of care.
- Develop, implement, and maintain an ongoing quality assurance program for the nursing service department.
- Participate in surveys (inspections) made by authorized government agencies.
- Assist in the Quality Improvement Committee in developing and implementing appropriate plans of action to correct identified deficiencies.
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc., as necessary.

COMMITTEE FUNCTIONS:

- Serve on, participate in, and attend various committees of the facility as required, and as appointed by the Administrator.
- Provide written and/or oral reports of the nursing service programs and activities as required, or as may be directed by such committee(s).
- Quality Improvement Committee Chairperson.

- Evaluate and implement recommendations from established committees as they may pertain to nursing services.

PERSONNEL FUNCTIONS:

- Determine the staffing needs of the nursing service department necessary to meet the total nursing needs of the residents.
- Recommend the number and level of nursing personnel to be employed.
- Recruit and select nursing service personnel with Human Resources.
- Ensure that all nursing assistants are enrolled in or have graduated from an approved training program.
- Assign a sufficient number of licensed practical and/or registered nurses for each tour of duty to ensure that quality care is maintained.
- Assign a sufficient number of certified nursing assistants for each tour of duty to ensure that routine nursing care is provided to meet the daily nursing care needs of each resident.
- Ensure that all nurse aide trainees are under the direct supervision of a licensed nurse.
- Develop work assignments and schedule duty hours, and/or assist nursing supervisory staff in completing and performing such tasks.
- Delegate to nursing service supervisory personnel the administrative authority, responsibility, and accountability necessary to perform their assigned duties.
- Complete performance evaluation schedules, criteria, and annual reviews for the nursing service department (e.g., RNs, LPNs, CNAs, medication aides, etc.)
- Make daily rounds of the nursing service department to ensure that all nursing service personnel are performing their work assignments in accordance with acceptable nursing standards.
- Monitor absenteeism to ensure that an adequate number of nursing care personnel are on duty at all times.
- Develop, maintain, and periodically update the written procedure for ensuring that professional nursing personnel, including agency staff have valid and current licenses as required by this State.
- Review complaints and grievances made or filed by department personnel.
- Make appropriate reports to the Administrator as required or as may be necessary, including departmental performance evaluations.
- Ensure that disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap, or marital status.
- Maintain the TB management program for employees.
- Has the responsibility to select, assign, and schedule all nursing service personnel and terminate employment of those who fail to meet the work standards.

NURSING CARE FUNCTIONS:

- Participate in the interviewing and selection of residents for admission to the facility.
- Provide the Administrator with information relative to the nursing needs of the resident and the nursing service department's ability to meet those needs.
- Inform nursing service personnel of new admissions.

- Ensure that direct nursing care is provided by a licensed nurse, a CNA, and/or a nurse aide trainee qualified to perform the procedure.
- Review nurses' notes to ensure that they are informative and descriptive of the nursing care being provided, that they reflect the resident's response to the care, and that such care is provided in accordance with the resident's wishes.
- Schedule daily rounds to observe residents and to determine if nursing needs are being met in accordance with the resident's request.
- Monitor medication passes and treatment schedules to ensure that medications are being administered as ordered and that treatments are provided as scheduled.
- Provide direct nursing care as necessary.

STAFF DEVELOPMENT:

- Develop and participate in the planning, conducting, and scheduling of timely in-service training for the nursing staff. Ensure that these programs meet the continuing education requirements which allow licensed personnel (e.g., RNs, LPNs, CNAs, etc) to keep their licenses on an active status.
- Develop, implement, and maintain an effective orientation program that orients the new employee to the facility, its policies and procedures, and to his/her job position and duties.
- Provide leadership training that includes the administrative and supervisory principles essential for Nurse Managers/Charge Nurses.
- Encourage the nursing supervisory staff to attend and participate in outside training programs. Schedule times as appropriate.
- Assist the Administrator in developing and revising the nursing assistant training curriculum used by the facility. Submit to state agency for approval as required.
- Conduct/coordinate annual mandated OSHA and CDC in-service training programs for hazard communication, TB management, and bloodborne pathogens standard.
- Attend and participate in continuing educational programs designed to keep you abreast of changes in your profession, as well as to maintain your license on a current status.

SAFETY AND SANITATION:

- Assist the Safety Committee in developing safety standards for the nursing service department.
- Identify, evaluate, and classify routine and job-related functions to ensure that tasks in which potential exposure to blood/body fluids are properly identified and recorded.
- Ensure that all personnel performing tasks that involve potential exposure to blood/body fluids participate in an inservice training program prior to performing such tasks.
- Ensure that adequate supplies of personal protective equipment are on hand and are readily available to personnel who perform procedures that involve exposure to blood or body fluids.
- Monitor nursing service personnel to ensure that they are following established safety regulations in the use of equipment and supplies.
- Ensure that nursing service work areas (i.e., nurses' stations, medicine preparation rooms, etc.) are maintained in a clean and sanitary manner.

- Ensure that all resident care rooms, treatment areas, etc., are maintained in a clean, safe, and sanitary manner.
- Ensure that all nursing service personnel follow established departmental policies and procedures, including appropriate dress codes.
- Ensure that nursing service personnel participate in and conduct all fire safety and disaster preparedness drills in a safe and professional manner.
- Develop, implement and maintain a program for monitoring communicable and/or infectious diseases, including TB, among the residents and personnel.
- Ensure that nursing service personnel follow established infection control procedures when isolation precautions become necessary.
- Develop, implement, and maintain a procedure for reporting hazardous conditions or equipment.
- Ensure that personnel wear and/or use safety equipment and supplies when lifting or moving residents.

EQUIPMENT AND SUPPLY FUNCTIONS:

- Recommend to the Administrator the equipment and supply needs of the department.
- Ensure that a stock level of medications, medical supplies, equipment, etc. is maintained on premises at all times to adequately meet the needs of the resident.
- Assist the Director of Facility Engineering in developing a preventive maintenance program for maintaining the nursing service department's equipment and supplies in a safe and operable manner.
- Develop and implement procedures for the safe operation of all nursing service equipment.
- Ensure that only trained and authorized personnel operate the department's equipment.
- Ensure that all personnel operate nursing service equipment in a safe manner.
- Develop and implement procedures that ensure nursing service supplies are used in an efficient manner to avoid waste.
- Ensure that personal protective equipment used in the handling of infectious materials is available and easily accessible to nursing service personnel.

CARE PLAN AND ASSESSMENT FUNCTIONS:

- Ensure a written plan of care (preliminary and comprehensive) for each resident identifies the problems/needs of the resident, indicates the care to be given, goals to be accomplished, and which professional service is responsible for each element of care.
- Review nurses' notes to determine if the care plan is being followed.
- Assist Medical Records in planning, scheduling, and reviewing the MDS, including the implementation of RAPs and Triggers.
- Develop and maintain a good rapport with all services involved with the care plan to ensure that a team effort is achieved in developing a comprehensive plan of care.

BUDGET AND PLANNING FUNCTIONS:

- Prepare and plan the nursing service department's budget and submit to the Administrator for his/her review, recommendations, and/or approval.

- Keep abreast of economic conditions/situations, and recommend to the Administrator adjustments in nursing services that ensure the continued ability to provide quality care.
- Recommend to the Administrator the equipment and supply needs of the nursing service department.

RESIDENT RIGHTS:

- Maintain the confidentiality of all resident care information.
- Monitor nursing care to ensure that all residents are treated fairly, and with kindness, dignity, and respect.
- Ensure that all nursing care is provided in privacy and that nursing service personnel knock before entering the resident's room.
- Ensure that all nursing care staff have knowledge of the residents' responsibilities and rights including the right to refuse treatment.
- Review complaints and grievances made by resident/family and make a written/oral report to the Administrator indicating what action(s) were taken to resolve the complaint or grievance. Follow facility's established procedures.
- Report and investigate all allegations of resident abuse and/or misappropriation of resident property.
- Ensure that nursing staff personnel honor the resident's refusal of treatment request. Ensure that such requests are in accordance with the facility's policies governing advance directives.
- Ensure that the facility's policies and procedures governing advance directives are reviewed with the resident and/or representative.

WORKING CONDITIONS:

- Works in office area(s) as well as throughout the nursing service area (i.e., medication rooms, nurses' stations, resident rooms, etc.).
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
- Communicates with the medical staff, nursing personnel, and other department supervisors.
- Works beyond normal working hours and on weekends when necessary. On call 24 hours per day, 7 days per week.
- Is involved in community/civic health matters/projects as appropriate.
- Attends and participates in continuing educational programs.
- Is subject to falls, burns from equipment, odors, etc., throughout the workday.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.
- Maintains a liaison with the residents, their families, support departments, etc., to adequately plan for the residents' needs.

PHYSICAL AND SENSORY REQUIREMENTS:

(With or Without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the workday.
- Must be able to speak, read and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently, and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
- Must be able to lift, push, pull, and move a minimum of 50 pounds.
- Must be able to assist in the evacuation of residents during emergency situations.

WORKING HOURS:

Generally Monday – Friday, 8 hours per day, 40 hours per week.

1. This job description is not intended to be all-inclusive. This employee will also perform other reasonably related business duties as assigned by the Medical Director and/or Administrator.
2. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communications only is not intended to imply a written contract of employment.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Director of Nursing** and agree to abide by the requirements set forth and will perform all duties and responsibilities. I understand that as a result of my employment, I may be exposed to the AIDS and HEPATITIS B Viruses and that the facility will make available to me, free of charge, the Hepatitis B Vaccination.

Date

Signature – Director of Nursing

Date

Signature – Administrator