

## ASSISTANT DIRECTOR OF NURSING SERVICES

This is professional nursing work in assisting the Director of Nursing in the organization, administration, and supervision of the nursing services, and representing the director as needed. Employees are assigned to day and night shifts.

### I. SUPERVISORY AND MANAGERIAL FUNCTIONS:

Planning - Assists nursing supervisors and director in planning work operations on a short and long-term basis, and setting priorities based on goals. Assists individual nursing supervisors with planning for personnel, space, and resources to meet nursing goals.

Organizing and Directing - Assists the nursing supervisors and director in making changes to accommodate new and fluctuating goals, programs, and needs of the patients. If assuming full responsibility for the nursing director, employee will make minor changes in procedures, staffing, or work operations.

Budgeting - Identifies some supplies, equipment, and personnel needs to the nursing director. Assists the nursing supervisors in identifying and preparing budget needs, and assists the director in preparing and justifying the total nursing budget.

Training - Identifies training needs through observation, evaluation of reports, and input from staff. Plans and provides for training to develop staff and ensure that the nursing goals and standards are met. Evaluates and adjusts training programs as needed. Serves as a role model for staff and consults with them on the delivery of patient care.

Setting Work Standards - Participates with considerable influence in establishing and evaluating nursing goals and standards. In the absence of the director, conducts staff meetings and represents the director where the employee independently interprets goals and standards.

Reviewing Work - Observes work operations and reviews written reports and charts to evaluate nursing services; changes needed as a result of this review are coordinated with the nursing director. If working alone on a night shift, the employee is responsible for the entire shift and makes the decisions regarding administration, nursing care, and work operations.

Counseling and Disciplining - Participates in the counseling and disciplinary actions regarding staff. If working alone on a night shift, the employee initiates oral warnings and refers the matter to the appropriate supervisor.

Performing Other Personnel Functions - Participates with considerable influence in interviewing and hiring, staffing, assigning and reassigning work, and salary adjustments in all work units. If working alone in a night shift, employee has more direct involvement with these personnel functions since directly supervising employees.

### II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable, with some changes in program goals and guidelines, patient needs, and technology. A night shift supervisor directly supervises a variety of work units.

Variety of Work Supervised - Employee assists in the overall supervision of a broad medical and/or psychiatric nursing program.

Number of Employees Responsible For - Employee assists in supervising more than 150 nursing and health care employees.

III. EXTENT OF SUPERVISION RECEIVED: Works with considerable independence under the general supervision of the nursing director; employee assists the director with most duties and responsibilities so work is reviewed while in progress. Significant changes are discussed with the nursing director. A night shift supervisor receives more general supervision since working alone; work is reviewed upon completion through written reports and oral conferences.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employee supervises a relatively stable staff in various work units in a hospital, on one or more shifts.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Thorough knowledge of professional nursing theory techniques and practices, and the organization and operation of the nursing program(s) in the area of assignment; considerable knowledge and ability to apply agency and nursing service policies and procedures; considerable knowledge of trends and methods of nursing education; considerable knowledge of management and supervisory methods, practices, and techniques; considerable knowledge of materia medica, hospital dietetics, sanitation, personal hygiene, and patient safety related to the area of work. Ability to plan, organize, and supervise the work of a health care staff; ability to evaluate the quality of nursing service given and to institute methods of improving or maintaining standards of nursing care; ability to direct and carry out prescribed medical treatments and therapeutic programs; ability to establish and maintain effective working relationships with employees and other health professionals; ability to gain the confidence of patients and to work effectively with them; ability to prepare and maintain reports of activities and patient progress; ability to evaluate the quality of nursing service delivered and to institute methods of improving or maintaining established standards of nursing care.

Minimum Education and Experience - Graduation from a State accredited school of professional nursing and four years of experience which provides the supervisory and administrative knowledges, skills, and abilities needed to perform the work; or an equivalent combination of education and experience.

Necessary Special Qualification - Licensed to practice as a Registered Nurse in North Carolina by the NC Board of Nursing.