

DIRECTOR OF NURSING SERVICES I

This is professional nursing work in the direction, administration, and supervision of nursing services in a hospital or institution with less than 100 beds. Employee has complete responsibility for planning, coordinating, implementing, and evaluating the quality of nursing care delivered throughout the agency. The employee is usually a member of the clinical/hospital management team.

I. DIFFICULTY OF WORK:

Planning - Plans 24-hour nursing work operations and assigns staff to shifts. Plans utilization of nursing resources over a long planning period. Sets work priorities for immediate needs, and consults with supervisor on plans and needs that affect other professionals and program goals.

Organizing and Directing - Changes and adjusts nursing work operations and standards to respond to new or changing programs, and patient needs. Develops staffing patterns and assignments.

Budgeting - Evaluates personnel, equipment, and supply needs, recommends these to another authority, and operates within the nursing budget. Orders supplies and equipment used in the delivery of nursing services. Monitors payroll.

Training - Provides for orientation and some on-the-job training for new employees. Identifies and arranges for staff development.

Setting Work Standards - Develops, reviews, evaluates, and implements nursing goals and standards, and participates with considerable influence in establishing and ensuring compliance with agency, program, State and JCAH standards and guidelines. Routinely studies work unit and operations to assess applicability and quality of work standards. Participates in agency department head meetings and on agency committees.

Reviewing Work - Reviews work from all three shifts through written reports, performance evaluations, oral conferences, and on-site observations to ensure the delivery of appropriate and quality nursing care. Coordinates the work of inpatient and outpatient services, and meets with staff as needed.

Counseling and Disciplining - Issues oral and written warnings on disciplinary matters, and counsels staff as needed. Makes supervisor aware of serious disciplinary and grievance matters, and participates with considerable influence in suspension and dismissal.

Performing Other Personnel Functions - Interviews and selects staff, makes staff assignments and reassignments, conducts performance evaluations, approves and keeps records of leave, approves merits and promotions, and maintains payroll records. Participates in establishing personnel policies and procedures.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work unit is relatively stable with periodic changes needed in operations to respond to program or technology changes, or shifts in to needs of the patient population. Programs and services are related to a specific patient population.

Variety of Work Supervised - Employee directs staff in the delivery of a specific medical and/or psychiatric nursing program.

Number of Employees Responsible For - Supervises 20 or more employees.

III. EXTENT OF SUPERVISION RECEIVED:

Employee works independent of nursing supervision and is held accountable for to establishment and maintenance of the nursing program. Receives administrative review through written reports, oral conferences, upon request, and the quality of nursing services delivered.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Employee supervises a relatively stable work force in one or more units on three shifts, seven days per week.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Extensive knowledge of professional nursing theory, techniques, and practice, including the organization and operation of a nursing program in a hospital; extensive knowledge of professional nursing theory, techniques and practice, including the organization and operations of the nursing staff of a hospital. Considerable knowledge of materia medica, hospital dietetics, sanitation and personal hygiene. Considerable knowledge of management and supervisory methods, practices, and techniques and nursing education programs; considerable knowledge of trends, current technology and requirements and administrative methods and procedures. Ability to administer effectively, the nursing program of a hospital, including Supervision over professional and sub-professional personnel; ability to evaluate the quality of nursing service given, including personal evaluations of individual employees, and to institute methods of improving or maintaining established standards of nursing care; ability to establish and maintain effective working relationships with staff, nursing and other hospital personnel, and community groups; ability to institute and conduct in-service training program, including the dissemination of new nursing concepts and procedures; ability to gain the confidence of patients and to work effectively with them; ability to prepare and maintain reports of activities and patient progress.

Minimum Education and Experience - Graduation from a State accredited school of professional nursing and four years of experience to include two years of supervisory experience that provides the knowledges, skills, and abilities needed to perform the work; 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.