



ASSISTANT DIRECTOR OF NURSING

JOB DESCRIPTION	
Department	Nursing Services
Reports to	Director of Nursing
Reporting to this position	Clinical Coordinator, Charge Nurse, Medication Assistant, Certified, Certified Nursing Assistant, Lab Technician, Respiratory Therapist, Nursing Managers
Job Classification	Administrative/Management
Position Purpose	Assists the Director of Nursing in planning, organizing, developing and directing the overall operations of the Nursing Service Department in accordance with local, state and federal standards and regulations, established facility policies and procedures and as may be directed by the Administrator and the Medical Director, to provide appropriate care.

Required Qualifications

- ❖ A Nursing Degree from an accredited college or university.
- ❖ Must have, as a minimum, three (3) years of experience as a supervisor in a hospital, nursing home, or other related health care facility.
- ❖ Current unrestricted license as a Registered Nurse (RN) in practicing state.
- ❖ Knowledgeable of nursing and medical practices and procedures, as well as laws, regulations and guidelines pertaining to long-term care.
- ❖ Current CPR certification.

Major Duties and Responsibilities

Assists the Director of Nursing in planning, developing, organizing, implementing, evaluating and directing the day-to-day operations of the Nursing Services department, as well as its programs and activities, in accordance with current state and federal laws and regulations.

Interprets and communicates policies and procedures to nursing staff, and monitors staff practices and implementation.

Participates in all admission decisions as indicated.

Participates in daily management team meetings to discuss census changes, resident changes in status, complaints or concerns.

Assists in evaluating work performance of all nursing personnel and implements discipline according to operational policies.

Participates in QAPI or facility assessment activities as needed, such as carrying out duties assigned as part of a performance improvement committee.

Facilitates, serves, attends or participates in various committees of the facility as appointed.

Ensures delivery of compassionate quality care and nursing supervision as evidenced by adequate staff coverage on the units, general cleanliness, and maintaining optimal resident functions.

Collaborates with members of the interdisciplinary team, physicians, consultants, and community agencies to identify and resolve issues and improve the quality of services.

Assists with oversight of nursing schedules to ensure resident needs, regulatory and budget standards are met.

Participates in the recruitment, hiring and termination of nursing personnel as indicated.

Performs rounds to observe residents and ensure nursing needs are being met.

Conducts observations of nursing care and supervises development of in-service education to ensure nursing staff is competent in current knowledge and skills.

Promotes teamwork, mutual respect, and effective communication.

Monitors, assists and implements the infection control program in accordance to current infection control guidelines to prevent the development and transmission of disease and infection.

Participates in budget development for the nursing department, medical, nursing and central supplies as indicated.

Assists in the preparation of inspection surveys, including staff in-services on survey processes, and participation in mock surveys as indicated.

Participates in the facility's plan of correction response to an inspection survey and implements any follow-up required for nursing allegations.

Communicates directly with residents, medical and nursing staff, family members, department heads and members of the interdisciplinary team to coordinate care and services and respond to and resolve complaints and concerns.

Assists in oversight of resident incidents and concerns daily to identify any unusual occurrences and reports them promptly to the Director of Nursing, Administrator, and/or state agency for appropriate action.

Monitors for allegations of potential abuse or neglect, or misappropriation of resident property and participates in the investigative process.

Promotes safe work practices, safety rules, and accident prevention procedures to prevent employee injury and illness.

May provide direct nursing care as necessary.

Acts in an administrative/management capacity in the absence of the Director of Nursing and/or Administrator.

Additional Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.

- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.

Personal Skills and Traits Desired/ Physical Requirements/Working Conditions

- ❖ Ability to read, write, speak, and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must possess leadership, supervisory ability and willingness to work harmoniously with and supervise other personnel.
- ❖ Must be able to follow oral and written instructions.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must be able to relay information concerning a resident's condition.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Must be able to cope with the mental and emotional stress of the position.
- ❖ Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to push/pull, bend, stoop, kneel, crouch, and perform overhead lifting and other common physical movements as needed for the position.
- ❖ Communicates with medical and nursing staff, and other departments.
- ❖ Subject to call-back during emergency conditions.
- ❖ Subject to injury from falls, burns, odors, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases, conditions, etc.
- ❖ May be subject to handling of and exposure to hazardous chemicals.
- ❖ Works in office and throughout the nursing services areas.
- ❖ Subject to frequent interruptions.
- ❖ Subject to hostile and emotionally upset residents, family member, personnel and visitors.
- ❖ May work beyond normal working hours and on weekends, holidays when necessary.

Universal Precautions Risk Classification Categories:

1. Task may involve exposure to blood and/or body fluids.
2. Tasks do not involve contact with blood and/or body fluids but could result in performing category 1 task.
3. Task do not involve any risk of exposure to blood or body fluids.

*The classification for this description is a **Category 1**.

Compliance as a Condition of Employment and Performance Appraisal

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Administrator. Periodic revision may be necessary to reflect changes in expectations placed on long term care by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

Reasonable Accommodation Statement Consistent with the Americans with Disabilities Act (ADA) and Alabama Civil Rights Law, it is the policy of Generations of Red Bay to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above job description and understand the requirements and expectations of the position of Assistant Director of Nursing at *Generations of Red Bay*.

Employee's Signature

Date

Administrator's Signature

Date