

**Lutheran Services for the Aging
Personnel Position Description**

Approved By:  Date Issued: 1/23/2011 Date Revised:

TITLE: ASSISTANT DIRECTOR OF NURSING

DEPARTMENT: NURSING

RESPONSIBLE TO: DIRECTOR OF NURSING

JOB DESCRIPTION: The Assistant Director of Nursing has the responsibility to assist and/or relieve the Director of Nursing. She functions as a leader and role model for other licensed personnel. A function of her role is that of a coaching supervisor which is innovative and a highly effective approach to supervising and mentoring direct-care staff in long term care. She will use this approach to build relationships with employees, constructively presenting and addressing problems, and helping workers develop problem-solving skills.

JOB ANALYSIS:

- A. Regular duties: The Assistant Director of Nursing, in relation to the nursing department and in accordance with Federal and State standards and regulations, corporate and facility philosophies and objectives and policies, effectively:
1. Participates in the establishment, interpretation and implementation of the nursing service philosophy, objectives, and policies.
 - *2. Supervises licensed personnel and nursing assistants to assure that duties are carried out to assure maximum quality care of the residents.
 - *3. Serves as a member of the nursing staff on the Quality Improvement, Pharmaceutical and Infection Control Committees.
 4. Works with physicians, consultants and other disciplines within the facility to assure that optimal care is given each resident in providing for physical, spiritual, psychological, and social needs.
 - *5. Assumes proportionate share of 24-hour call.
 - *6. Is available to licensed personnel for consultation and decision-making.
 - *7. Makes rounds daily and makes nursing observations and assessments.
 8. Encourages interest in the activities of a professional nursing association, in allied health organizations, and in community activities.
 - *9. Acquainted with emergency care, the emergency drug box, the disaster and evacuation policies, and safety program.
 - *10. Performs duties of Charge Nurse or Staff Nurse when required.
 - *11. Communicates pertinent information to Director of Nursing promptly.
 - *12. Participates in the formulation, implementation, and evaluation of a personnel program for the nursing department.
 13. Represents quality nursing care to the public, residents, family, and staff.

14. Performs duties usually carried out by the Director of Nursing in case of absence or as assigned.
15. Understands and utilizes emergency equipment.
16. Maintains confidentiality
17. Utilizes safety standards and maintains a safe environment.
18. Remains cordial and tactful at all time with residents, families, peers, and staff.
- *19. Understands and assures compliance with all current State and Federal regulations.
- *20. Understands and assures compliance with all facility policies and procedures.
- *21. Coaches and trains staff as needed to keep up to date with policies, procedures and programs.

Specific Duties:

1. Monitors restorative nursing program.
2. Monitors staff in carrying out infection control policies and procedures.
- *3. Assist with interviewing and hiring procedures for nursing department
- *4. Assures that staffing on the nursing units meet State and Federal guidelines.
- *5. Complete monthly Medicare and Medicaid forms to assist billing process and level of care determinations.
6. Available for counseling and coaching staff, family members, and residents as necessary.
- *7. Assist with disciplinary actions when proper policies and procedures are not followed.
- *8. Maintains accurate attendance records on all nursing personnel and keeps Director of Nursing informed.
- *9. Maintains records of nursing personnel time spent with residents not residing on appropriate level of care.
10. Completes other assigned duties as may be necessary for the orderly operation of the facility.

*Denotes essential functions

QUALIFICATIONS:

A. Education/Certification Requirements:

1. Required:
 - a. Graduation from an accredited School of Nursing.
 - b. Registered nurse, licensed to practice in the State of North Carolina.
 - c. Certified or able to be certified in CPR.
2. Preferred:
 - a. BSN (Bachelor of Science in Nursing)
 - b. Prior experience in geriatric nursing.
 - c. Prior experience in supervision.
 - d. Knowledgeable and able to work with Word, Excel, Publisher and other programs adopted by LSA, including Electric Medical Records

B. Physical Requirements:

The following is a listing of physical requirements for the position noted above. Each requirement relates to portions of the accompanying "Job Description" or stipulations of the North Carolina Division of Facility Services:

1. Vision of sufficient acuity to read typed (elite) materials.
2. Hearing ability to understand verbal communication in person or by telephone.
3. Ambulatory throughout all areas of the organization.
4. Able to read and write English sufficient to understand business correspondence and policy statements and write English in complex and compound sentences in past, present, and future tenses using adjectives and adverbs.
5. Able to lift 30#.
6. Able to assist in the transferring, lifting, and repositioning of an individual weighing 100# to 200#.
7. Able to speak English clearly with appropriate phrases and emphasis, correct pronunciation in proper word order using past, present, and future tenses.
8. Manual dexterity sufficient to operate office equipment.
9. Free of communicable diseases.

C. Equipment Operation: Persons who hold this position should have the knowledge and technical skills to operate the following equipment:

1. Copy and fax equipment
2. Telephone
3. All nursing equipment (ex. B/P cuffs, stethoscope, glucometer, suction machine, oxygen concentrator, feeding and IV pumps).
4. Computer
5. Emergency: equipment shut-offs, fire alarm and sprinkler equipment

The information above states requirements for persons who hold the position described. All staff members are additionally expected to fulfill performance and personal standards described in the personnel manual.

By signing below, I acknowledge that I have read, understand, and agree to the above descriptions, statements and limitations. Any specific job duties will be listed on a separate page and attached to this signed job description.

Employee

Date

Manager

Date

Job Skills Checklist

Title: Assistant Director of Nursing

Employee Name: _____

Skill	Initials	1st Review	2nd Review	3rd Review
Participates and assists the DON in the establishment, interpretation and implementation of the nursing service philosophy objectives and policies				
Supervises licensed personnel and nursing assistants to assure that duties are carried out to assure maximum quality of care.				
Able to assume proportionate share of 24 hr. call				
Is capable to offer consultation and decision making to nursing staff				
Able to manage emergency care, the emergency drug box, disaster and evacuation policies.				
Can perform duties of charge nurse or staff nurse when required.				
Communicates effectively pertinent information to Director of Nursing				
Understands and assures compliance with all current state and federal regulations.				
Understands and assures compliance with all nursing home policies and procedures.				

Date of Initial Review

Reviewer Signature

Employee Signature

Next Scheduled Review Date

Reviewer Signature

Employee Signature

Next Scheduled Review Date

Reviewer Signature

Employee Signature