


## Lutheran Services Carolinas Personnel Position Description

**Job Title:** Director of Nursing

**Supervisor (title):** Administrator

**Department:** Nursing

**Prepared by/Date:** J. Nothstine / 1-31-14

**Approved by/Date:**  2/5/2014

**Position Purpose/Summary:** The Director of Nursing has full responsibility for the supervision and administration of all activities which compromise the efficient operation of the nursing department. Major responsibilities include establishing an organizational framework through which person-centered resident care can be provided in keeping with the philosophy and objectives of LSC. The Director will develop a nursing staff which works to maintain set standards and regulations regarding care, and coordinating the functions of the nursing department with the other departments rendering service to the residents.

**Essential Functions** The Director of Nursing, in accordance with Federal and State standards and regulations, corporate and facility philosophies, objectives and policies, effectively:

1. Assigns and delegates areas of responsibility as appropriate;
2. Participates in LSC's collaborative process for reviewing and updating of policies and procedures;
3. Establishes a master staffing plan which will accomplish departmental objectives and standards of nursing care and promotes the maximum utilization of the nursing staffs;
4. Prepares and recommends a departmental budget to implement nursing service objectives; estimates need for physical facilities, supplies, and equipment and institutes a system for evaluation and control;
5. Participates in the formulation, implementation, and evaluation of a nursing personnel program;
6. Establishes standards for measurement of the quality and quantity of nursing care to be rendered; responsible for review and evaluation of quality and appropriateness of nursing care;
7. Assures in-service training programs and opportunities for nursing staff and assures timely evaluation of regular and new employees;
8. Collaborates with the administrative staff and other departmental personnel in planning services for the residents;
9. Establishes and maintains an effective system for records and reports;
10. Coordinates with any educational institution the use of the facility for learning experiences and clinical practice;
11. Encourages interest in all activities of professional nurses associations, in allied health organizations, and in community activities; represents nursing department and/or facility in institutional, corporate, or community committees;
12. Provide administration with reports on status of nursing care;
13. Serves as liaison from medical staff to nursing department;
14. Coordination of nursing services so that its duties are discharged in the facility's disaster plan;
15. Verifies continuing presence of usable emergency drugs and usable equipment;
16. Conducts appropriate disciplinary action when necessary;
17. Carry out New Pathways and Just Culture initiatives;
18. Ensures monthly and quarterly quality control checks utilizing the Quality Assurance and Performance Improvement process;
19. Accountable for correction of all deficiencies cited by inspection teams;

20. Understands and uses emergency equipment; utilizes safety standards and maintains a safe environment;
21. Assumes proportionate share of on-call responsibilities;
22. Assures accurate preparation and communication of physicians orders, medications, administration records and participates in the evaluation of these and consultation reports;
23. Participates in triple check process to establish level of care determinations and support billing processes;
24. Coaches and trains staff as needed to keep up to date with policies, procedures and programs; available for counseling and coaching staff, family members, and residents as necessary;
25. Review pre-admission and admission documents of prospective residents to establish appropriateness of placement;
26. Complete such other duties as may be necessary for the orderly operation of the facility.

**Supervisory Responsibilities, if any:** Responsible for supervising all direct care nursing staff and nurse managers. The Director of Nursing assumes administrative charge of the facility in the absence of the administrator. \*Note: MDS nurses and Staff Development Coordinator report to Administrator.

**Qualifications (Minimum Job Requirements):**

**Education:** Graduation from an accredited school of nursing.

**Experience:** Minimum of 2 years experience in geriatric nursing and supervision.

**Preferences:** Certification as geriatric nurse by a professional agency or educational organization; knowledgeable and able to work with Word, Excel, Publisher and other programs adopted by LSC, including Electric Medical Records.

**Specific skills/abilities:**

CPR certified or ability to become CPR certified

The Director of Nursing's role is that of a coaching supervisor; an effective approach to supervising and mentoring direct-care staff. This approach assists in building relationships with employees, constructively presenting and addressing problems and helping workers develop problem-solving skills.

Remains cordial and tactful at all times with and encourages optimal communication with residents, families, peers and others; maintains confidentiality;

**Specialized knowledge, licenses:** Registered nurse, licensed to practice in the state of North Carolina.

**Working Conditions: (Please list work requirements for mental, physical or other important issues which relate to the job).**

1. Able to lift 30#.
2. Able to assist in the transferring, lifting, and repositioning of an individual weighing 100# to 200#.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. e.g. lifting requirements, exposure to elements, etc.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

Date

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Supervisor Signature

Date