Director of Nursing
Job Description

Department: Nursing
Reports To: Administrator
FLSA Status: Exempt

Summary
Directs the licensed and non-licensed staff who provide health care and nursing services to residents of The Legacy at EdenHill Communities on a 24-hour, 7 day per week basis. Plans, directs, and coordinates resident care activities for EdenHill Communities to maintain standards of residents’ care, and advises medical staff, department heads, and administrators in matters related to nursing service by performing the following duties personally or through subordinate supervisors.

Nature and Scope
• The Director of Nursing Services reports to the Nursing Home Administrator. Reporting to this position are the Assistant Director of Nursing, Unit Managers, MDS Coordinators, Staffing Coordinator, Nursing Administrative Assistant, Weekend Supervisors, Registered Nurses, Licensed Vocational Nurses, Certified Medication Aides, Certified Nurse Aides, Restorative Aides, Hospitality Aides, and Unit Clerk.
• The Director of Nursing Services’ primary responsibility is to ensure the provision of quality nursing care on a 24-hour basis to the residents of The Legacy at EdenHill Communities in accordance with Federal, State, and Local standards and regulations.
• The incumbent is responsible for the recruitment and hiring of both licensed and non-licensed personnel. This position monitors the job performance of the nursing staff, monitors Nursing Department performance evaluations, completes performance evaluation of the Assistant Direct of Nursing Services, Unit Managers, MDS Coordinators, Staffing Coordinator, Nursing Administrative Assistant, Weekend Supervisors, and recommends employee promotions and terminations to the Nursing Home Administrator. The Director of Nursing Services monitors the staffing levels of various nursing units and, as necessary, directs staff rotations and reschedules personnel to meet increased or decreased nursing service demands.
• The Director of Nursing Services develops nursing service objectives, policies and procedures, and directs the implementation of these objectives. The incumbent continuously monitors Federal and State guidelines and requirements and revises Departmental procedures accordingly. This position recommends in-service educational programs geared to the specialized needs of geriatric residents. This position also monitors ongoing staff development programs for all nursing personnel. The Director of Nursing Services functions as a liaison between the residents, their families, staff, and the general public – responding to inquiries and providing information on nursing care and services, and may screen prospective residents to assure that staff has the ability to provide the care needed. The Director of Nursing Services assures that there is ongoing compliance with all regulations pertaining to resident care, such as care plans and resident assessments.
• This position assists with the preparation of the Departmental annual budget and maintains the operating budgets for personnel in Nursing Department.
• The Director of Nursing Services is responsible for overseeing and implementing infection control, pharmaceutical, and physical/chemical restraining policies and procedures, and assures that Interdisciplinary Team recommendations are carried out.

Essential Duties and Responsibilities include the following. Other duties may be assigned.
• Recommends establishment or revision of policies, procedures, and methods and develops organizational structure and standards of performance for Nursing Department.
• Advises and assists Chief Executive Officer, Administrator, and medical staff in planning and developing administrative and operational policies and procedures, facilities use and planning, and strategic planning.
• Coordinates implementation of methods and procedures to ensure achievement of objectives.
• Coordinates, integrates, and evaluates functions and activities of nursing program.
• Consults with Chief Executive Officer, Administrator, department heads, and others to coordinate nursing activities with other EdenHill activities.
• Interprets policies and objectives of nursing service to staff and community groups.
• Analyzes and evaluates overall resident care program.
• Confers with managers and staff concerning problems of resident care.
• Evaluates the education and training needs of personnel and directs development and implementation of in-service programs through subordinate staff.
• Makes periodic rounds of resident care units.
• Develops and promotes cooperative working relationships with other hospitals and community agencies, and with other departments.
• Directs the preparation and monitoring of nursing services budget.
• Performs personnel management functions such as establishing personnel qualification requirements, drafting procedure manuals, initiating in-service programs, and installing record and reporting systems.
• Initiates studies to evaluate effectiveness of nursing services in relation to their objectives and costs.
• Prepares periodic reports concerning resident care service.
• Facilitates a working relationship with institutions of higher learning.
• Determines staffing levels and monitors for adequacy in provision of nursing care.
• Oversees administrative functions in the Nursing Department.
• Monitors the quality and type of care provided and resident outcomes on all nursing units.
• Provides reports/recommendations as needed/required for the Administrator concerning the operations of nursing services.
• Conducts staff meetings.
• Ensures that residents are free from abuse, mistreatment, and neglect.
• Assists the Safety Officer in developing and implementing safety standards for the Nursing Department.
• Assists the Administrator in the development and implementation of the Quality Assurance and Performance Improvement (QAPI) program.
• Must consistently display and model the EdenHill Spirit hospitality behavior models.

Supervisory Responsibilities
Manages all of EdenHill Communities' nursing staff. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with EdenHill policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Registered nurse degree from an accredited school of nursing and four to ten years related experience and/or training; or equivalent combination of education and experience.

Language Skills
Ability to read, analyze, and interpret policies and procedures of governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, residents, families, and the general public.

Mathematical Skills
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability
Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills
To perform this job successfully, an individual should have knowledge of Database software; Spreadsheet software and Word Processing software.
Certificates, Licenses, Registrations
Texas Registered Nurse who has graduated from an accredited school of nursing.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand or sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet, however, may be unpredictable due to staff and resident interactions.

Competencies
To perform the job successfully, an individual should demonstrate the following competencies:

Analytical  Delegation  Leadership  Problem Solving
Managing People  Quality Management  Project Management  Business Acumen
Cost Consciousness  Technical Skills  Diversity  Ethics
Organizational  Supportive  Strategic Thinking  Judgment
Motivation  Customer Service  Interpersonal Skills  Oral Communication
Planning/Organizing  Professionalism  Written Communication  Quality
Innovation  Teamwork  Safety and Security  Adaptability
Visionary Leadership  Attendance/Punctuality  Dependability  Change Management
Initiative

Acknowledgment:
I have read this job description and fully understand the requirements set forth herein. I hereby accept the position of Director of Nursing and will perform all said duties to the best of my ability and understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses. I understand that I may be held criminally liable for failure to report suspected abuse, neglect or exploitation.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself with or without notice.

Printed Employee Name: ____________________________  Date: ____________________________

Employee Signature: ____________________________