Job Title: Director of Nursing	**Reports To:** SNF Administrator
Job Classification: Full-Time	
FLSA Status: Exempt	**Revised Date:** April 2024

POSITION SUMMARY

The Director of Nursing oversees the nursing staff and nursing operations of the Facility. This position will schedule, assist, coach and direct the nursing staff in day-to-day operations to ensure smooth operation of the nursing department for all residents and fellow staff members. This position also works closely with the Administrator to establish goals for the nursing department and enforce compliance with healthcare policies, and state & federal regulations.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility, and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents and staff members is the number one priority of their Facility.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Assume responsibility for the development of nursing service objectives, performance standards of nursing practice for each category of nursing personnel, and nursing policies and procedure.
- Assume accountability for the development, organization, and implementation of approved policies and procedures.
- Direct, evaluate, and supervise all resident care and initiate corrective action as necessary.
- Assess resident care needs and assist in the development of individualized plans of resident care.
- Assess resident needs and make recommendations for special rehabilitation programs.
- Evaluate resident care as related to individualized resident needs, family involvement, and the physician's plan of care for the resident.
- Conduct resident care conferences.
- Assess resident responses to medication and treatments and make appropriate recommendations.
- Report problems to the Administrator, conduct daily resident rounds and initiate corrective action as necessary.
- Utilize a coordinated process to monitor and reduce the risk of nosocomial infections in residents and staff.
- Direct implementation of 'Resident Bill of Rights'.
- Direct and implement nursing service education programs, including, but not limited to orientation and in-service for licensed and unlicensed nursing personnel.

- Conduct staff meetings with all shifts for purposes of planning, coordinating, and implementing nursing service policies and procedures.
- Assume responsibility for nursing service compliance to Federal, State, and local regulations.
- Consistently operate nursing services efficiently and economically.
- Ensure availability of equipment for nursing personnel.
- Assess equipment and supply needs and make recommendations to the Administrator.
- Complete and/or supervise scheduling of employees maintaining staff/resident ratios.
- Identify safety hazards and initiate corrective action.
- Conduct interviews, hire nursing employees, conduct counseling interviews, and initiate disciplinary action as necessary.
- Prepare written employee performance evaluations and initiate recommendations for salary increases, promotions, or corrective action. Conduct disciplinary action(s) privately and professionally.
- Participate in QAPI (Quality Assurance and Performance Improvement) meetings and other facility committees as assigned.
- Develop management reports and special assignments and adhere to established time schedules.
- Establish open lines of communication with consultants and consistently take follow-up actions or recommendations.
- Take inquiries for resident placement as assigned by the Administrator and initiate procedures for proper placement of residents and level of care determinations.
- Coordinate resident admissions, transfers, and discharges with community agencies and other facilities.
- Establish good public relations with hospital discharge coordinators and social service consultants.
- Address worker's compensation/employee injuries in the absence of the Administrator.
- Actively and effectively pursue a program of medication reduction and monitor the programs progress. Work with all nursing staff to accomplish and maintain this goal.
- Follow established infection control and universal precautions and monitor facility staff for the same.
- Must be responsible for the safety of residents under your supervision. Support new practice standards to promote quality care and/or life for the resident.
- Follow, supervise, and evaluate the implementation of the Resident's Rights Program.
- Observe all facility safety policies and procedures including working responsibly to ensure personal safety.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- Accept and perform additional duties as assigned by the Administrator in a cooperative manner.

CROSS TRAINING REQUIREMENTS

This position is responsible for cross training with their direct reports to the point of developing reasonable performance metrics and covering all basic job duties in their absence.

EDUCATION & EXPERIENCE REQUIREMENTS

- Licensure/Certification in the State of Iowa required.
- Graduate of an accredited nursing program required.
- Healthcare management and experience in long-term care is preferred.

- Maintain active Dependent Adult Abuse training certification, and/or have the ability to complete the required training within 6 months of hire.
- Must participate in on-going continuing education.

REQUIRED SKILLS

- Consistently demonstrate dependability, responsibility, and set a positive example for all other staff.
- Proven track record of collaborative leadership in diverse teams.
- Passionate about excellent resident care, compliant processes, and methodologies and a willingness to continually learn.
- Must be able to explain complicated information in a way that is easy for anyone to understand.
- Excellent decision making and conflict-resolution skills.
- Effective written and verbal communication skills, both professional and interpersonal.
- The ability to work both independently and within a team.
- A responsible, organized, and detail-oriented mindset.
- Refined time management skills and the ability to multi-task.
- Advanced critical thinking and problem-solving skills, in addition to superior computer skills.

PHYSICAL REQUIREMENTS

- Must be able to work in high-pressure or emergency situations that may face strict deadlines. Extended shifts may be necessary, and hours may exceed 40 per week to perform duties effectively, including some weekends and evenings.
- Ability to lift up to 100+ pounds or more with assistance. This position requires regular movements such as: grasping, kneeling, reaching, repetitive movement, standing, and stooping. An individual in this position will be expected to use, assist and demonstrate devices for handling or lifting residents.
- An individual in this position may be exposed to: inside and outside environmental conditions, physical, chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

SCHEDULE EXPECTATIONS

The Facility's normal hours of operation are from Monday through Friday, from 7:00 am to 5:00 pm. However, this role routinely requires work to be performed outside the regular hours of operation of the Facility. The position requires you to take on-call shifts and may be required to cover shifts for other staff members when the need arises.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

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FACILITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME