

## **Director of Nursing Service**

20180  
(Competitive)

### **DISTINGUISHING FEATURES OF THE CLASS**

The work involves responsibility for overall direction of the nursing department. An employee in this class has ultimate responsibility for the quality and efficiency of the entire nursing function. It requires the ability to organize and supervise professional services on a large scale. An employee in this class initiates policy, procedures and practices and interprets them to the nursing staff. The Director of Nursing executes administrative policies of the organization. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Formulates, interprets and executes departmental nursing policies and procedures.

Ensures maintenance of the highest quality care for residents in accordance with the philosophy and policies of the facility and nursing service.

Ensures compliance with all applicable federal, state and local laws, rules and regulations.

Develops, in consultation with Nurse Managers and Executive Management, a department operating plan and budget.

Evaluates employee performance of direct reports; provides advice, assistance and guidance to the staff as required.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS**

Comprehensive knowledge of the principles and practices of professional nursing.

Thorough knowledge of current developments, literature and sources of information in the field of nursing.

Thorough knowledge of modern principles, practices and techniques of nursing administration.

Skill in the application of nursing techniques and practices.

Ability to sympathetically understand the physical, emotional and spiritual needs of the aged, chronically ill, and disabled.

Ability to maintain standards of nursing service.

Ability to insure and maintain quality resident care.

Ability to maintain records of nursing service and to make comprehensive reports.

Ability to communicate both orally and in writing.

Physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS**

Promotion:

Four (4) years of permanent competitive class status as an Assistant Director of Nursing Service.

Open Competitive:

Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in nursing and eight (8) years of nursing experience, or its part-time equivalent, four (4) years of which must have been in a supervisory capacity.

#### **SPECIAL NECESSARY REQUIREMENT**

Candidates must possess a Registered Nursing license issued by the State of New York at the time of appointment.

2/08 Revised