

NORTHEAST MONTANA HEALTH SERVICES
JOB DESCRIPTION
DIRECTOR OF NURSING SERVICE
LONG TERM CARE

NAME: _____

ACCOUNTABLE TO: **VP OF SENIOR AND LONG TERM CARE**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to direct, plan and coordinate the overall operation of Long Term Care Nursing Services for Northeast Montana Health Services, in accordance with current Federal, State and Local standards, guidelines and regulations that govern our facility; and as may be directed by the Chief Executive Officer, to ensure the highest degree of quality care is maintained at all times.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

DELEGATION OF AUTHORITY

As the Director of Nursing Service for Long Term Care, you are directly accountable to the Chief Executive Officer.

As the Director of Nursing Service of Long Term Care, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties. In your absence, you must delegate a Registered Nurse, or Administrative Council who will be responsible for carrying out the required duties of the Director of Nursing Service.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, bending, and lifting throughout the working day. Must be able to lift a minimum of 25 pounds.
3. Is subject to infectious diseases and hazardous waste.
4. Is subject to hostile patients, visitors, family members and employees.
5. Is willing to work beyond normal working hours, weekends and holidays as needed.
6. May be required to work floor duty as necessary.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. Graduate of an accredited School of nursing as a Registered Nurse and currently licensed in the State of Montana.
2. Must have a minimum of two years of Skilled Nursing / Long-Term Care experience in either Nursing Management, or in a Charge Nurse capacity.
3. Although not required, it is preferable to have a Long Term Care Administrators License for the State of Montana

ESSENTIAL JOB FUNCTIONS

1. Must be able to work confidently as leader of a team.
2. Must be able to work flexible hours.
3. Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, family members, health care providers, and co-workers.
4. Must be able to cope with the mental and emotional stress of the position.
5. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
6. Must be able to speak the English language in an understandable manner.
7. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
8. Must maintain absolute confidentiality at all times.

MAJOR DUTIES AND RESPONSIBILITIES

A. Administrative Functions:

1. Plans, develops, organizes, implements, evaluates and directs the Nursing Service Department for Long Term Care as well as its programs and activities in accordance with current conditions of participation in the Medicare and Medicaid program. The organizational chart reflects the nursing programs under the direction the Long Term Care D.O.N.
 - a. Develop, maintain and update on an annual basis all nursing related policy and procedure manuals. Interim changes in regulations affecting nursing must be changed as regulations go into affect.

- b. Coordinates nursing services with other ancillary services to ensure the continuity of the patient's total regimen of care.
- c. Works collaboratively with the Director of Human Resources to update job descriptions for each level of nursing personnel.
- d. Assures that all required reports are submitted in a timely manner or as required by Federal Law.
 - 1. MDS
 - 2. Monthly Staffing Reports
 - 3. Nursing Care Plans/RUGS
 - 4. Level 1 Screening/Nursing Assessment
- e. Assists the CEO and CFO in establishing the annual nursing budget. Reviews monthly management reports and discusses any deviancies with either the CEO or CFO. Reviews monthly supply lists and staff hour reports.

B. Personnel Functions:

- 1. Responsible for assuring 24 hour staffing as appropriate for the patient's needs.
 - a. Maintains a nursing staff schedule to be posted at least one week prior to the end of the current schedule.
 - b. Responsible for the interviewing and final selection of personnel hired within the nursing department. Responsible for notifying Human Resources of new hires with corresponding data information sheets.
 - c. Responsible for progressive discipline of all nursing staff personnel. Must assure proper documentation of all personnel counseling or warnings. As appropriate, reviews employee cases with Human resources prior to suspension or termination of an employee to assure proper documentation.
 - d. Responsible for completing six month and annual evaluations on all nursing personnel.
 - e. Responsible for reviewing nursing personnel times cards as needed, assures time cards have been reviewed prior to payroll. Assess variance in staff hours and makes adjustments as needed.
 - f. Works closely with Human Resources to assure adequate staffing of nursing personnel to meet the needs of the patient thus assuring quality care.
 - 1. Coordinated nursing interviews with Human Resources.

2. Coordinates temporary staffing needs with Human Resources. Arrangements for final disposition of temporary staff to be responsibility of Human Resources.

C. Meetings:

1. Responsible for attending Medical Staff meetings on a monthly basis. May need to meet with provider staff on an individual basis more frequently as situations arise.
2. Responsible for attending Department Management meetings or delegating a representative to attend. However, it is preferable that the majority of the meetings be attended by the D.O.N.
3. Is responsible for conducting nursing staff meetings on a monthly basis or as needed.
4. May be asked to participate on quarterly Pharmacy & Therapeutics Committee or Quality Assurance.
5. Responsible for attending weekly Resident Care Meetings.

D. Responsible for assuring quality monitors through audit reports.

1. Responsible for assuring the QI audits for the various departments are submitted to the QI Committee as scheduled.
2. Assures proper follow-up to problems that are identified during the audit process.

E. Responsible for assuring personal and staff education requirements necessary to keep abreast of regulatory changes.

1. Assures CNA staff meet the requirements for Long Term Care.
2. Keeps self current by attending educational offerings as needed and appropriate.
3. Keeps nursing current with changes by assuring their educational needs are provided as appropriate to their job duties.

F. Initiative:

1. Takes initiative to create, plan and organize new ideas for new services or ways to improve or add quality to our current services.
 - a. Develops a plan, which is realistic and financially feasible. Utilizes Public Relations Department to market the idea or service.

- G. Works closely with the Department of Health & Human Services:
 - 1. Is present during Long Term Care Surveys.
 - a. Responds to survey deficiencies with acceptable plan of correction.
 - 2. Abides by Abuse & Neglect Policies and Procedures as per Federal and Facility Policies.
 - a. Completes abuse and neglect forms as appropriate.
 - b. Notifies appropriate agencies as per policy.
 - c. Assures appropriate disciplinary action.
 - 3. Keeps abreast of changes in policy that affect Conditions of Participation.
- H. Communication:
 - 1. Communicates effectively with all staff members to assure dissemination of information.
- I. Miscellaneous:
 - 1. Must abide by all policies of NEMHS which include by are not limited to:
 - a. Nursing Policies
 - b. Personnel Policies
 - c. OSHA Policies
 - d. Corporate Compliance
 - e. HIPAA
 - f. Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date