



## Director of Nursing

REPORTS TO: Administrator

POSITION: The Director of Nursing has 24 hour responsibility for the management of all skilled nursing and intermediate care areas within the nursing home.

SUPERVISES: Clinical Care Coordinators, including the Assistant Director of Nursing, Staff Development Nurse, and MDS Coordinator.

### POSITION QUALIFICATIONS:

- Current, valid license to practice as a Registered Nurse (RN) in the State of Iowa required.
- Bachelor's of Science in Nursing (BSN) preferred.
- 5 years Nursing Management Experience
- Cardiopulmonary Resuscitation training required.
- Must be able to read, write and speak fluent English.

### PHYSICAL REQUIREMENTS:

- Sitting: 3-7 hours/day
- Standing: 3-7 hours/day
- Walking: 3-7 hours/day
- Lifting: 10-25 lbs using good body mechanics
- Twisting: Moderate: 121-480 twists/day
- Bending: Moderate bending: 121-480 bends/day
- Squat/Kneel: 1-3 hours/day need not be continuous

### MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrates ability to develop and maintain good interpersonal relations with staff and residents.
- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner.

### WORK ENVIRONMENT:

- Works primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Involves possibility of exposure to communicable disease.
- Works with frequent interruptions.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

### Resident Care

- Ensures sufficient nurses assigned to each shift to care for the number and type of patients by managing Patient Per Day and Staffing Ratios on daily basis.
- Monitors Case Mix Indexes and strategizes to maximize these rates.
- Leads and directs patient care delivery systems (Electronic Health Records, Charge Tracker etc.).
- Utilizes knowledge of current trends and practices in the nursing profession as well as identifies new concepts and trends.
- Works with Social Services to promote skilled nursing admissions.
- Give input on future skilled nursing and intermediate care nursing developments.
- Review MAR's for completeness and accuracy in the transcription of physician orders and adherence to stop orders.
- Serves as community resource person.
- Actively participates in outstanding customer service and accepts responsibility in maintaining relationships that are equally respectful to all.
- Accountable for continuous quality improvement in assigned areas of responsibility
- Work with Human Resources to implement proper training and retention programs for the nursing staff.

### Safety and Sanitation

- Demonstrates knowledge of emergency policies and procedures.
- Performs all duties in a safe and efficient manner; assures that safety regulations are followed at all times by all staff.

### Supervisor

- Interprets facility policy and procedures, rules and regulations to subordinate nursing staff, residents, families and appropriate medical and ancillary personnel.
- Provides corrective instruction to nursing staff concerning quality of care and quality of life issues, and customer service.
- Assumes responsibility for nursing compliance with state and facility policy and procedures, rules, regulations and standards of practice.
- Conducts performance appraisals for direct reports.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the unit.

### Customer Service

- Interacts with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Acts as a positive representative of the facility at all times.
- Performs incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.

#### Residents/Patients' Rights

- Provides privacy and maintains the confidentiality of all resident care information.
- Ensures care and security of residents' personal possessions.
- Reports all complaints and grievance made by residents, family members, and visitors to the supervisor.
- Ensures that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

#### In-Service Education

- Attends all in-service education programs mandated by federal, state, and company guidelines.
- Participates and assists in departmental meetings and projects as assigned.

#### Miscellaneous

- All other duties as assigned by the supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. I have read this position description and fully understand the requirements. If I am offered and I accept the position of Director of Nursing, I agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs Luther Manor.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by Luther Manor or myself.

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Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date