

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR OF NURSING **GRADE:** 25

TITLE ABBREVIATION: DIR NURSING **TITLE NO.:** 6346

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES

NATURE OF THE WORK: Coordinates and directs professional nursing administration functions in relation to a residential health care nursing program. Serves as Administrator on Call (AOC) as required.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the competitive class of the classified service. This is important administrative work involving responsibility for the planning and direction of a professional nursing resident care program and for coordinating the management aspects of the program. Supervision is exercised over subordinate nursing personnel in the health facility. Work is performed under the general direction of the Administrator of the Department of Residential Health Care Services with leeway to exercise independent judgment.

TYPICAL DUTIES AND TASKS:

Plans, coordinates and directs a residential health care nursing care program.

Develops and evaluates nursing services in relation to the total resident health program. Reviews the 24 hour shift-to-shift medical report of the residents and intervenes when necessary;

Establishes and interprets nursing policies and procedures in addition to developing, revising and adopting nursing techniques and methods to meet the requirements of the facility;

Coordinates with other disciplines to insure high standards of resident care;

Coordinates, reviews and analyzes trends pertinent to delivery of nursing performance;

Coordinates nursing care with other programs of the facility through staff meetings and committees;

Leads nursing division participation in New York State Department of Health annual surveys with the survey team, resident complaint investigations, resident abuse investigations, through medical records, review of policy and procedures and environmental reviews;

Oversees nursing division budget to assure proper utilization and cost containment;

Reviews and submits reports, as required, and ensures required statistical data is properly maintained;

Responds to all emergencies and administers cardiopulmonary resuscitation according to facility policy;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of nursing techniques and their relation to medical and surgical practices and high degree of skill in their application; comprehensive knowledge of staff management and health facility supply practices; thorough knowledge of modern principles and practices in relation to health facility administration; good knowledge of regulatory environment, assessment process and Quality Assurance; good knowledge of pharmacology, nutrition, infectious control; ability to keep records and make reports; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships; ability to secure the cooperation of the staff; sound professional judgment; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Nursing Administration, Health Care Administration or a related field and three (3) years of experience in an administrative nursing position which shall have involved supervising the work of certified, licensed or registered nursing personnel; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Nursing and five (5) years of experience as defined by the limits of (A) above; OR
- (C) Graduation from an approved three (3) year school of professional nursing and six (6) years of experience as defined by the limits of (A) above; OR
- (D) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Nursing and seven (7) years of experience as defined by the limits of (A) above.

SPECIAL REQUIREMENT: Must possess and maintain current New York State Registered Professional Nurse registration.