

DIRECTOR OF NURSING SERVICES II

This is professional nursing work in the direction, administration, and supervision of nursing services in a hospital or institution with at least 100 patients and with a variety of programs. Employee has complete responsibility for planning, coordinating, evaluating, and implementing nursing services, and for the quality of care delivered. The nursing staff will be involved in a variety of services and programs such as varied inpatient setting, outpatient services and clinics, and intensive care. The employee is usually a member of the clinical/hospital management team.

I. DIFFICULTY OF WORK:

Planning - Establishes nursing goals and plans nursing organization and work operations. Assigns work and makes adjustments as needed. Plans utilization of personnel, space, equipment, supplies, and other resources to meet short and long range goals; this may be done during budget planning.

Organizing and Directing - Develops overall staffing patterns and work assignments for all units with input from unit supervisors who make the specific work assignments. Authorized to make significant structural changes to meet immediate needs. Reviews all assignments and plans made by nursing supervisors and makes changes, when appropriate, to meet total service needs. Coordinates services with other groups.

Budgeting - Projects personnel space, equipment, and supply needs. Justifies budget needs to management and operates within the nursing budget. Assists the supervisors in identifying budget needs, and researches costs.

Training - Works with nursing supervisors in identifying and arranging for training. Provides for orientation and on-the-job training for new staff. Stays abreast of all changes technology and programs applicable to the area of work.

Setting Work Standards - Develops, maintains, revises, and ensures that nursing Standards, policies and procedures are followed. Adjusts these as needed to adapt to changes in methodology, technology, and programs. Participates in agency department head meetings and on other committees, and has considerable influence in establishing and ensuring compliance with agency, program, State, and JCAH standards and guidelines.

Reviewing Work - Reviews work from all three shifts through written reports, performance evaluations, oral conferences, and on-site observations to ensure the delivery of appropriate and quality nursing care. Works with nurse supervisors on improving staff performance and meets with staff as needed.

Counseling and Disciplining - Issues oral and written warnings in disciplinary matters, and counsels staff as needed. Makes supervisor aware of serious disciplinary and grievance matters, and participates with considerable influence in suspension and dismissal. (Employee may be delegated the authority to dismiss or suspend an employee.)

Performing Other Personnel Functions - Interviews and selects staff, makes staff assignments and reassignments, conducts performance evaluations of supervisors and reviews evaluations of nursing staff, reviews and monitors leave and payroll, and approves merits and promotions. Participates in establishing and interpreting personnel policies and procedures.

II. SCOPE AND NATURE OF WORK SUPERVISED

Dynamics of Work Supervised - The work unit is relatively stable with periodic changes needed in operations to respond to program or technology changes, or shifts in the needs the patient population. Programs are usually varied, increasing the complexities of management. Employees have frequent contacts with other disciplines.

Variety of Work Supervised - Employee directs staff in the delivery of a varied medical and/or psychiatric nursing program.

Number of Employees Responsible for - Supervises 50 or more employees.

III. EXTENT OF SUPERVISION RECEIVED:

This employee works with relative independence following hospital guidelines and standard nursing practices and procedures. Decisions are reviewed, for the most part, after the fact through written reports, oral conferences, upon request, and the quality of nursing services delivered.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Employee supervises a fluctuating work force at the non-supervisory level in several work units on three shifts, seven days per week.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Extensive knowledge of professional nursing theory, techniques, and practice, including the organization and operations of the nursing staff of a hospital; considerable knowledge of materia medica, hospital dietetics, sanitation and personal hygiene; considerable knowledge of management and supervisory methods, practices, and techniques, and nursing education programs; considerable knowledge of trends, current technology, and requirements in nursing and administrative methods and procedures.

Ability to administer effectively, the nursing program of a hospital, including supervision over professional and sub-professional personnel; ability to evaluate the quality of nursing service given, including personal evaluations of individual employees, to institute methods of improving or maintaining established standards of nursing care; ability to establish and maintain effective working relationships with staff, nursing, and other hospital personnel, and community groups; ability to institute and conduct in-service training program, including the dissemination of new nursing concepts and procedures; ability to gain the confidence of patients and to work effectively with them; ability to prepare and maintain reports of activities and patient progress; ability to prepare and maintain a budget.

Minimum Education and Experience - Graduation from a State accredited school of professional nursing and five years of experience to include three years of supervisor and administrative experience that provides the knowledges, skills, and abilities needed to perform the work; or an equivalent combination of education and experience.

Necessary Special Qualification - Licensed to practice as a Registered Nurse in North Carolina by the NC Board of Nursing.