

DIRECTOR OF NURSING
HOPE CREEK NURSING HOME

BASIC FUNCTION

The main responsibility of the Director of Nursing is to coordinate and administer the nursing department at Hope Creek Nursing Home. Maintains the department in accordance with all local, state, and federal laws. Maintains communication and cooperation with all department managers and nursing staff.

PAY STATUS

Salaried; Exempt

ORGANIZATIONAL RELATIONSHIPS

A. Line

1. Responsible to the Nursing Home Administrator for successful performance of assigned duties.

B. Staff

1. Supervises Nursing staff to ensure successful performance and completion of assigned duties.

SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Develop and maintain the Nursing Services department philosophy, objectives and goals.
- B. Develop and implement standards, procedures and policies of Nursing Service practice.
- C. Recommend to the Administrator the number and levels of nursing personnel to be employed, selected and/or terminated with the Administrator's approval and in accordance with state and federal staffing guidelines.
- D. Approve work schedules for nursing.
- E. Participate in planning and budgeting for the nursing department. Review all departmental requisitions and invoices, then submit to the Administrator for final approval.
- F. Responsible for the selection of prospective residents in terms of nursing care required. Participates in the screening of prospective residents and their placement in terms of services they need and nursing competencies available.

- G. Confers with the Administrator on the physical and mental condition and location of the residents. Informs the Administrator of accidents, deaths, and illnesses of the residents.
- H. Participates in the development and implementation of resident care policies and serves on the Patient Care/Medical Advisory Committee. Makes recommendations of policy revisions to the Committee.
- I. Consult with families/relatives regarding their resident's medical and emotional status, offering support and information. Address their concerns as necessary.
- J. Maintain a good working relationship with the Medical Director and other attending physicians regarding resident's conditions and to oversee the implementation of medical orders.
- K. Monitor drugs, supplies and equipment in the dispensation and use.
- L. Monitors resident rights, personal dignity and physical safety of each resident. Keeps current on all safety programs and new developments in the long term care nursing field.
- M. Participate in policy planning for personnel. Approve documents for implementing established policies.
- N. Maintain an ongoing working relationship with the Illinois Department of Public Health, Illinois Department of Public Aid, the Rock Island County Health Department, Illinois Department of Professional Regulation, Trinity College of Nursing, Black Hawk College and local high school cooperative work programs.
- O. Serves as a department manager and maintains a cooperative relationship with all other departments in the total program of resident care and other facility programs.
- P. Monitors the maintenance of all nursing records.
- Q. In-service and train nursing staff on nursing issues, policies and procedures, methods, documentation, etc. Encourage and facilitate further study and experience for professional personnel.
- R. Conducts and/or delegates appropriate staff to provide R.N., Shift Supervisors, LPN and C.N.A. staff meetings.
- S. Maintains records of resident wounds on weekly, monthly and quarterly basis. Presents wound reports to Patient Care Committee and provides to IDPH during survey process.
- T. Prepares the monthly medi-bill forms, necessary certificate of medical necessity forms and submits them to the medi-bill claims department.

- U. Maintain current knowledge of Medicare requirements. Completes and submits Medicare eligibility/denial forms as requested.
- V. Monitors residents use of psychotropic medications. Maintains behavior records, obtains consents from residents/HPOA for the use of psychotropic medications, and performs bi-annual/or as necessary AIMS scales on appropriate residents. Suggests drug reductions to physicians as appropriate. Must work closely with consultant pharmacist to generate necessary reports.
- W. Serves on a weekly behavior committee. Identifies behaviors of residents that need attention, suggests interventions and follows up as necessary.
- X. Must be able to function as a shift supervisor, charge nurse or C.N.A. as necessary.
- Y. Must be available 24 hours per day, 7 days per week, unless designated person is assigned to be available.

METHODS OF ACCOUNTABILITY

- A. Through oral and written reports to the Administrator, as appropriate.
- B. Through accurate, error-free, and professional documents.
- C. Through accurate, professional and error-free Department records.
- D. Through accurate financial information for County Treasurer's office.
- E. Through informative and professional assistance when dealing with the public and County employees.
- F. Through maintenance of a high level of user satisfaction with provided services including timely response and follow-through on requests.
- G. Through working within established budget for the Department.
- H. Through compliance with Hope Creek and County policies, procedures, and expectations.
- I. Through compliance with IDPH, IDPA and Medicare policies.

STANDARDS OF PERFORMANCE

Individual Proficiencies:

- A. High level of organizational and time management skills.
- B. Ability to work in an environment with frequent interruptions.
- C. Ability to work in an environment with some interruptions.
- D. Possesses good nursing judgement and demonstrates strong clinical skills.
- E. Knowledge of regulatory guidelines (IDPH and IDPA).
- F. Creativity and initiative to provide new approaches to problems.
- G. Strong verbal and written skills for effective internal and external communications.
- H. Strong verbal communication skills required to effectively communicate with public and County staff.
- I. Maintaining interpersonal relationships which encourage openness, candor and trust, both internally and outside the County.
- J. Maintains positive relationships with elected officials, County Board members, and other County officials.
- K. Advanced knowledge of nursing theory, practice and principles necessary for staff training purposes and for writing policy and procedures as necessary.
- L. Knowledge of guidelines for regulatory agencies to assure compliance.
- M. General office procedures knowledge.
- N. Ability to use effective reasoning and deductive skills.
- O. Ability to be flexible in regards to schedule.

Job Performance:

- A. Must serve as a professional example and present and interpret the policies of the facility and its management philosophy in a manner which promotes goodwill with residents, families, and physicians, and which encourages the professional growth and job satisfaction of all staff.

- B. Timeliness and accuracy of prepared documents and information (both typewritten and financial).
- C. Overall accuracy and condition of records and files.
- D. Implementation of efficient and effective automated and manual systems and procedures.
- E. Maintains confidentiality regarding employee, resident and nursing care activities.
- F. Demonstrates professionalism and possess a genuine interest in caring for the sick and aged.
- G. Possesses a willingness to learn and develop skills in the field of nursing.
- H. Ability to organize and prioritize work.
- I. Effective planning and controlling of various projects, including meeting established budgetary requirements.
- J. Effective communication of Department and County standards and policies.
- K. Acceptance of personal inconvenience for attainment of County's goals.

MENTAL AND PHYSICAL REQUIREMENTS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job.

- A. Must be free from communicable diseases as required by State Laws.
- B. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from department heads, County employees, and the general public.
- B. Ability to perform assigned duties during frequent interruptions and time pressures.
- C. Ability to resolve problems and effectively manage a variety of concrete variables in standardized situations.
- D. Ability to sit for extended periods of time.
- E. May also reach, kneel, carry, or grip objects intermittently during the course of work.
- F. Ability to maintain a high level of visual attention during computer usage.

For the safety of residents and other employees, and the requirements to function as a Charge Nurse when necessary, must be able to fulfill all the essential nursing physical requirements for a Charge Nurse (CN) as listed below:

- A. This job requires sitting for intermittent charting approximately 2 ½ hours throughout the shift and occasional pushing/pulling of chart racks for a distance of 10 feet with force requirements of 15 to 20 lbs. Rare pushing and pulling of suction units, oxygen concentrators and IV poles on four-wheeled mobile units with minimal force may be required.
- B. This job requires frequent lifting in transferring residents to and from wheelchairs, beds, hoist lifts, stretchers, etc. Responsible for residents requiring several transfers per shift depending upon toileting and repositioning demands. For example, residents in bed are turned and repositioned every two hours. Lifting weights will vary based on the resident and the method of lifting being used. Hoist lifts may on rare occasions require push/pulling of distance of 10 feet or less with 20 to 30 pounds of force. The ability to lift residents up to 66% of the shift is a requirement of this job.
- C. The job requires carrying trays weighing 5 to 10 pounds depending on the quantity of food, for a distance of 10 to 30 feet, with repetitions = 4 or 5 in a row depending on number of staff assisting. Prepping the food (opening, stirring, etc.) feeding the residents requiring assistance, retrieving food trays, documenting appetite response charts, cleaning residents as needed and returning them to their rooms. This task requires the ability to read dietary instruction, document food charts, communicate with residents and ability to give support in encouraging good eating habits.
- D. This job requires lifting and carrying 6 x 12 inch treatment baskets weighing less than 5 pounds from the staff room to residents' rooms. They will replace empty medicine trays with full trays which requires lifting medicine trays weighing less than 5 pounds with repetition requirements of 8 to 16 trays per medicine cart. Medication carts must frequently be pushed from room to room with force of 10 to 20 pounds of pressure.
- E. Will occasionally assist CNAs in giving residents daily partial baths and a weekly shower. The amount of assistance varies depending upon the degree of mobility of the individual resident. Residents may require lifting from bed to wheelchair to shower, etc. Weight lifting requirements are unpredictable and vary depending upon the weight and mobility of the resident. Residents are dried, wrapped in blankets or robes and pushed back or lead back to rooms. Wheelchairs and Geri chairs require push force of 20 to 30 pounds depending upon the condition of the chair and the weight of the resident.
- F. May occasionally assist residents in toileting needs. This may require transferring a resident from bed to wheelchair to toilet or commode. The CN may empty and clean commode on rare occasions. Sometimes commodes must be moved to resident's rooms. The commodes weight up to 14 pounds. Weight lifting requirements are unpredictable depending upon the attitude,

mobility, and weight of the resident and the method of transferring being used.

- G. The ability to crouch when turning bed cranks and forward reaching to occasionally replace linens is required.
- H. Wet mopping is usually done by CNAs however a CN may be required on rare occasions to perform this task. Wet mops weight 5 pounds and mop buckets half full of water weigh 20 pounds. Occasionally buckets must be lifting up to 30 inch high sinks to be filled and emptied.
- I. Other duties as assigned.

WORKING ENVIRONMENT AND CONDITIONS

- A. Performs duties in a well-ventilated, well-lighted, and temperature-controlled office environment. Noise level is at a minimum.
- B. While performing the duties of this job, the employee is minimally exposed to the risk of electrical shock.

EDUCATION, TRAINING AND EXPERIENCE

- A. Must be a Registered Nurse for at least two years and hold a current Illinois licence.
- B. Requires one year of experience in a geriatric setting or in a supervisory position.
- C. Must obtain at least 10 CEUs per calendar year for the purpose of ongoing education.

EQUIPMENT AND TOOLS

General Office Equipment
Computer
Typewriter
Calculator
Copier
Telephone
Shredder

I.V. Pump
Tube Feeding Pump
O₂ Concentrator
O₂ Tanks
Suction Machines
Electric Hoyer Lift
Pulse Oximeter

Employee Signature

Date

Supervisors Signature

Date