

Director of Nursing Services

Reports To	Administrator
Department	401
FLSA Status	Exempt
EEO Classification	Professional

Successful candidates are expected to comply with the general attendance policies.

Successful candidates are expected to comply with all safety policies and procedures.

Primary Purpose

The DON is responsible and accountable for the overall management of the Nursing Department. Coordinates with other disciplines to ensure high quality care is provided to all residents. Supports and practices the mission, policies and objectives of the Company. Monitors the outcomes of nursing services activity through utilization of the quality assurance program and performance metrics to implement efficient and effective nursing interventions. Ability to perform duties using independent judgment and discretion to ensure compliance with applicable regulations and policy.

General Description

The DON is responsible for maintaining efficient nursing operational systems and a high level of clinical integrity and competency in the nursing department. Promotes a high level of quality of care standards for within the nursing department. DON will drive departmental performance through effective departmental and individual goal setting and related accountability measures. Accountable for all related monitoring, reporting, and compliance measures as dictated by the MN Dept. of Health. Responsible for managing nursing department budget including expense control and profit centers. Must have excellent ability to analyze data and launch data-informed continuous improvement efforts. Strong focus on staff development and Educational Partnership to provide effective integration of students and student employees.

Essential Duties

	Duties	Frequency
1	Develop, direct, implement, oversee and delegate nursing department functions through effective expectation setting, timely feedback provision, and appropriate accountability measures with individuals and teams to achieve identified outcomes.	15%
2	Develop, direct, implement, oversee, define and delegate high quality resident care standards and processes through analysis of a variety of KPIs and application of data-informed continuous	15%

- improvement activities.
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| 3 | Recruit, hire, develop and manage nursing staff with an emphasis on providing direct feedback related to performance expectations, identification and leverage of individual talent, identification and training of individual skill gaps, and intentional development of internal bench strength, career laddering, and integration of educational partners. The successful candidate will have first hand observation and interaction with nursing department staff across all three shifts. | 50% |
| 4 | Participate in the development, implementation, and monitoring of the nursing department budget. | 5% |
| 5 | Develop, direct, implement, oversee, define and delegate survey/inspection preparation, management and response. | 5% |
| 6 | Interacts with resident population, non-nursing staff, family members, and community members to ensure the highest quality care is consistently provided and testimonials are captured and communicated. | 5% |
| 7 | Proactively cultivates professional networks within the nursing department to ensure that local resources are available for professional development, brainstorming, and best practice identification. | 5% |

Other Duties

Duties

- 1 Maintains confidentiality of resident related information in compliance with HIPAA regulations. Respects confidentiality of the organization, department, staff, residents, and families.
- 2 Embraces mission statement and supports the concepts and ideas of resident centered care, trauma informed care, and continuous improvement. Promotes individual resident choice and preference.
- 3 Assures that a comprehensive plan of care is established and implemented for each resident and that the plan is reviewed at least quarterly and within 7 (seven) days of the revision of the comprehensive resident assessment.
- 4 Establishes and implements procedures for the provision of nursing care, developing and communicating nursing policy and procedure, and developing organizational structure, role and task designation for all nursing department personnel.
- 5 Presents a positive public image to residents, families, staff, physicians, and visitors. Contributes to team cohesiveness, promotes new ideas, respects peers, and creates a pleasant work atmosphere.
- 6 Attends/Facilitates mandatory inservices as required. Maintains continuing education goals for the department and develops and leverages professional network in order to source best practice, recruit top talent, and effectively consult/contract high quality vendor/providers.
- 7 Coordinates nursing services for the residents in the nursing home with other care services provided within and outside the nursing home.
- 8 Monitor, analyze and adjust staffing levels related to resident census.
- 9 Collaborates with physicians/nurse practitioner, medical director, consultants, and other agencies to plan care for resident.
- 10 Monitor, analyze, and initiate data-informed continuous improvement activities within the nursing department related to quality measures, resident experience measures, staffing performance

- measures, and other organization goals.
- 11 Accountable for admission, discharge and transfer planning. Working knowledge of prior approval process and MDS capture of services provided.
 - 12 Adheres to the nurse practice act and state board rules and regulations.
 - 13 Oversees RAI process including training, scheduling, timely completion, assessing responsibility for assigning clinical staff to complete the process, participation in meetings and ensure continuity of the process. Will coordinate payor assessments for the facility; case mix, Medicare, medical assistance, etc.
 - 14 Other duties as assigned by the administrator.
 - 15 Other Duties as assigned

Minimum Experience And Qualifications

- Education: Bachelors in Nursing from an accredited college or university.
 Ability to be employed full time and responsible for nursing service on a 24 hour/day basis. Ability to provide on call support in formulating nursing services.
 Bachelors Degree
 CPR Certificate
 RN License
- Experience: 3 year(s) preferred in Registered Nursing in a Long Term Care Environment.
 3 year(s) preferred in Successful nursing management experience.
 3 year(s) preferred in Working knowledge of nursing home regulations, MDS reimbursement guidelines and quality measures..

Physical Demands

Physical activities typically performed while on the job.

Activity	Frequency	Hours
Bending/Stooping	Occasionally (10%-29%)	
Climbing–Stairs, Ladders, Slope	Occasionally (10%-29%)	
Crawling	Seldom (1% to 9%)	
Grasping/Handling	Frequently (55%-79%)	
Kneeling	Occasionally (10%-29%)	
Neck Flexion/Extension	Frequently (55%-79%)	
Reaching Forward	Frequently (55%-79%)	
Reaching Overhead	Occasionally (10%-29%)	
Standing	Constantly (80%-100%)	
Twisting	Frequently (55%-79%)	
Walking	Constantly (80%-100%)	

Physical Effort

Physical effort typically applied while on the job.

Lift/Carrying	Distance	Activity	Frequency
0 - 1 lb.			Periodically (30%-54%)
1.1 - 10 lbs.			Frequently (55%-79%)
11 - 25 lbs.			Periodically (30%-54%)
26 - 50 lbs.			Periodically (30%-54%)
51 - 75 lbs.			Occasionally (10%-29%)
Pushing/Pulling	Distance	Activity	Frequency
0 - 1 lb.			Constantly (80%-100%)
1.1 - 10 lbs.			Constantly (80%-100%)
11 - 25 lbs.			Frequently (55%-79%)
26 - 50 lbs.			Frequently (55%-79%)
51 - 75 lbs.			Frequently (55%-79%)

Mental And/Or Visual Demands

Mental and/or visual demands typically sustained while on the job.

Demand	Frequency
Ability to care for those who may be unpredictable	Frequently (55%-79%)
Ability to quickly react to stressful situations	Constantly (80%-100%)

Work Conditions

Work Conditions typically encountered on the job.

Condition	Frequency
Biological Agents	Periodically (30%-54%)
Chemical Agents	Seldom (1% to 9%)
Dust	Seldom (1% to 9%)
Excessive Cold	Seldom (1% to 9%)
Excessive Heat	Seldom (1% to 9%)
Fumes, Odors	Seldom (1% to 9%)
Noise	Occasionally (10%-29%)
Solvents, Petroleum Products	Seldom (1% to 9%)
Vibration	Seldom (1% to 9%)

Job Specific Conditions/Demands

Job Specific Conditions and demands typically encountered on the job.

Condition/Demand	Frequency
Driving–Vehicle/Equipment	Seldom (1% to 9%)
Hearing	Frequently (55%-79%)
Indoors	Constantly (80%-100%)
Outdoors	Seldom (1% to 9%)
Power Tools/Equipment	Never
Talking	Periodically (30%-54%)

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organizational goals and objectives; that compliance with all applicable legal considerations has been met, and that the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Physician	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>