

GENERAL SUMMARY

The Assistant Director of Nursing is an RN or LPN, responsible for teaching, training, and scheduling of staff. Coordinates initial departmental orientation; coordinates completion of skills checklists; and provides on-going education pursuant to specific facility, staff and client needs.

Essential Job Duties:

1. Supervises direct care of residents and nursing personnel.
2. Administers direct nursing care when more than routine care is indicated.
3. Makes routine rounds to assure proper care and a safe, clean resident environment.
4. Assures accuracy and completeness of medical records.
5. Supervises nursing personnel on all shifts. Participates in staffing, scheduling, counseling, orientation, and evaluation of nursing staff.
6. Coordinates orientation of nursing personnel.
7. Functions as the supervisor of the Certified Nursing Assistants.
8. Participates in family/resident counseling.
9. Disciplines and counsels Certified Nurses Assistants as needed to ensure resident care is of the highest quality.
10. Is willing to commit to an interdisciplinary treatment approach to rehab by exercising sound nursing judgment based on preparation, knowledge, skills, understanding and past experiences in nursing situations. Demonstrates knowledge of the age specific development factors specific to geriatric patients (e.g. Physical, cognitive, and socialization factors) in planning delivery of care.
11. Demonstrates knowledge, skills and techniques necessary to care for residents with the following needs: therapeutic, neuro and dementia, dialysis, IV therapy, infectious diseases and wound care, if applicable.
12. Demonstrates working knowledge of nursing care in accordance with Patient Care Policies and Procedures.
13. Responds to emergency calls as necessary.
14. Functions in the capacity of DON in his/her absence.
15. Assures effective communication with other shifts and departments as it relates to resident care.
16. "On call" is required on a rotation schedule.
17. Assures proper follow-up from morning meeting notes.
18. Attends risk management and directs in absence of DON.
19. Implement and carry out infection control policies.

Other Duties:

1. Assures timeliness of physician visits.
2. Accompanies physicians when making rounds.
3. Notifies physician and family of changes in resident's condition.
4. Oversees rehabilitative techniques in order to restore residents' independence through Restorative et FMP program.
5. Assures proper functioning of medical equipment and adequate medical supplies.
6. Assists DON in developing and implementing policies and procedures.