

TITLE: Assistant Director of Nursing

EXEMPT STATUS: Exempt

REPORTS TO: Director of Nursing

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.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Supervises direct care of residents and nursing personnel.
1. Administers direct nursing care when more than routine care is indicated.
2. Makes routine rounds to assure proper care and a safe, clean resident environment.
3. Assures accuracy and completeness of medical records.
4. Supervises nursing personnel on all shifts. Participates in staffing, scheduling, counseling, orientation, and evaluation of nursing staff.
5. Coordinates orientation of nursing personnel.
6. Functions as the supervisor of the Certified Nursing Assistants.
7. Participates in family/resident counseling.
8. Disciplines and counsels Certified Nurses Assistants as needed to ensure resident care is of the highest quality.
9. 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.
10. 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.
 7. Infection control, safety and pharmacy rounds and audits.
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1. Attends in-service training and education sessions, as assigned.
 2. Fields phone calls from staff regarding resident care and reports resident care needs to physician as needed.
 3. Performs specific work duties and responsibilities assigned by supervisor.

QUALIFICATIONS:

Currently licensed (RN/LPN) in the State. Current CPR certification. Geriatric/rehabilitation experience with a good understanding of restorative nursing. Supervisory experience preferred.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Frequent standing, stooping, bending, stretching, squatting; must be able to stand/walk for up to 70% of the work day; must be able to lift, transfer, turn and position residents weighing up to 125 lbs. unassisted, or with the assistance of one for a resident weighing over 125 lbs. May be subjected to offensive odors and combative behavior. Must be able to lift and carry up to 20 lbs. frequently, and 50 lbs. occasionally. May be exposed to communicable diseases including the HIV and HBV viruses. Must be able to work paying close attention to detail with frequent interruptions.