WESTMINSTER VILLAGE

JOB DESCRIPTION

TITLE: Director of Nursing

EXEMPT STATUS: Exempt

REPORTS TO: Administrator

GENERAL SUMMARY:

The Director of Nursing is responsible for the overall supervision, provision, and quality of nursing care in the Health Center and residential apartments. He/she is responsible for the selection, training, discipline and supervision for all nursing related Health Center personnel. He/she is responsible for the procurement of appropriate supplies and equipment and operating within the departmental budget.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Responsible for the development, organization and operation of nursing services and supportive services for the Health Center and residential apartments.

2. Responsible for the coordination of nursing services for apartment and Health Center residents including the procurement of outside sources such as, Home Health Care Services, private duty, hospice, rehabilitation services, psychological, etc. necessary to ensure that residents' needs are met. Communicates and meets with outside consultants as necessary to assess and make recommendations for resident care needs.

3. Responsible for the coordination and direction of the total planning for nursing services including recommendation through a staffing plan of the number and levels of licensed and certified nurses' aides to be employed.

4. Develops and maintains an effective restorative care program in collaboration with therapy provider.

5. Selects, trains, evaluates, disciplines all nursing services personnel.

Essential Job Duties: (continued)

6. Responsible for developing and maintaining a schedule of daily rounds and assignments of duties for all nursing staff to assure 24-hour coverage sufficient to meet federal and state regulatory requirements and Facility standards of care.

7. Develops and participates in a new staff orientation program for his/her employees, including private duty and agency staff.

8. Oversees completion of written orientation and annual evaluations of all nursing staff.

9. Appoints, with the Administrator's approval, a nurse to act in his/her behalf during temporary absences. Designates a nurse in charge each shift.

10. In coordination with Human Resources, establishes procedures to ensure that nursing personnel, including private duty nursing staff, have valid and current licenses as required by federal and state regulations.

11. Participates in the coordination of resident care services through departmental staff meetings. Attends, prepares and analyzes necessary information for the Quarterly Assurance Meetings and annual policy review.

12. Develops appropriate action plans and is responsible for follow through.

13. Implements LCS Standards as demonstrated through the use of resources and programs.

14. Coordinates required and supplemental in-service education programs appropriate for nursing staff and acts as resource for Facility staff to increase knowledge of competence in job skills for the benefit of staff and residents, in cooperation with the Medical Director and Administrator. Utilizes vendors, consultants and the medical community as appropriate.

15. Maintains clinical skills and stays knowledgeable of current standards of nursing practice through nursing education related to geriatrics.

16. Ensures that significant clinical developments of residents are reported to their families and/or responsible party, physicians, the Medical Director, the Administrator and State, as necessary.

17. Reviews the nursing requirements of each resident admitted to the Health Center and in planning care.

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<u>Essential Job Duties</u>: Cont'd

19. If necessary, acts on behalf of the Administrator in his/her absence.

20. Ensures compliance with all federal, state and local regulations including corporate compliance and HIPAA Privacy Standards.

21. Maintains high visibility with residents in the Health Center and apartment residents. Makes frequent tours of resident rooms to ensure quality of care on all shifts and the general safety of the Health Center environment.

22. Attends Health Center and apartment resident social functions, as appropriate.

23. Evaluates all admissions for appropriate level of care and/or for Medicare coverage/denial. Ensure maintenance of the Medicare log, signatures for certifications/recertification, and Medicare documentation.

24. Oversees completion and timely submission of MDS data.

25. Oversees ordering of all nursing supplies, office supplies and equipment for the Health Center. Submits quarterly inventory to accounting department.

26. Routinely inspects medical records for accuracy.

27. Serves "on call" on weekends and after normal working hours.

28. Serves as Manager on Duty on scheduled weekends.

<u>Other Duties</u>:

1. Develops and maintains a statement of philosophy and standards of care that outlines the quality of nursing and medical care that the Facility provides.

2. Develops and maintains written nursing standards of practice to be ratified by the governing body. Such standards shall include, but not be limited to, defining routine care to be provided by licensed and certified nurses' aides and determination of when more care is needed.

3. Develops and maintains nursing service policies and procedures to implement the standards of care. This shall include the coordination and integration of nursing services with other resident care services.

4. Develops and maintains written job descriptions for health center nursing staff.

Other Duties: (continued)

5. Participates in planning an annual budget for department. Ensures monthly expenditures for department remain within budgeted allowances. Reviews monthly operating statement for accuracy and explains variances to budget.

6. Performs specific work duties and responsibilities assigned by supervisor.

7. Possesses ability to communicate effectively with residents, families and staff. Must use sound judgment, works well under pressure and possesses strong organizational skills.

8. Utilizes CPSI vendors as appropriate.

QUALIFICATIONS:

1. Graduate of an accredited school of nursing. Registered nurse with a current license in community's state.

2. Two years experience in geriatric nursing and/or B.S. Degree in nursing. Participation in professional organizations, dealing primarily in geriatrics preferred. Minimum of two years nursing administration experience, preferably in a long term care setting. NADONA certification a plus.

3. Basic computer proficiency.

4. Strong interpersonal and communication skills.

HOSPITALITY FOCUS:

The Westminster Village fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Ability to move throughout the facility promptly, especially in emergency situations. Must be able to lift up to 50 lbs. unassisted, and up to 150 lbs. with the assistance of one. Must be able to stoop, bend, and reach; must be able to push and pull up to 150 lbs in a wheelchair; good visual and hearing acuity required; good verbal communication skills required. Must be able to walk or stand for up to 80% of the workday. Must be free of communicable disease; may be exposed to communicable diseases, and blood and body fluids that may contain HIV and/or HBV. May be exposed to cleaning chemicals and offensive odors.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature

Supervisor Signature

Date