

## DIRECTOR OF NURSING

### KIND OF WORK

Management of all clinical and administrative aspects of a large and complex medical nursing program in a state facility. In some facilities, the administrative responsibility may also include, but is not limited to, clinic, medical records, pharmacy, and physical/occupational therapy.

### NATURE AND PURPOSE

An employee in this class directs the overall coordination and delivery of medical nursing program for the residents of a major disability group with a variety of diagnostic issues and treatment methodologies or manages the provision of all residential and treatment services for an entire facility where the range of treatment issues is more limited. This includes planning, implementing, and evaluating the application of fiscal, human, and technical resources to respond to the program's current and long-range projects. May manage other ancillary or other allied areas but this is not essential to the class. Assesses, plans, implements and evaluates all functions of responsible program areas and participates in the overall organizational management of the facility. Provides managerial directions in the area of program expertise. Serves as a leader and resource person in areas of responsibility. This class will typically serve on the Executive team. Performs related work as required.

General direction is received from the administrator or chief executive officer in regard to administrative matters. Great latitude is allowed this employee in the execution of institutional policies pertaining to nursing care and treatment of patients.

The benchmark positions were responsible for staffs of 200 or more, in facilities which housed 260 to 430 Long Term Care and Domiciliary patients. The nursing issues in these large facilities tend to involve patients with more complex issues relating to the medically fragile, geriatric, and/or behavioral.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Manage, direct, develop, and implement services for the program area(s) by: establishing goals and objectives; developing performance objectives and timetables; and developing work plans.

Propose and administer the program's budget based on projected operation costs and client needs so that the program objectives are met in a timely and efficient manner within fiscal resources.

Establish and maintain minimum service standards of care in order to comply with the requirements of various standard setting and regulatory bodies by: formulating policies and programs relating to the medical nursing program and integrating standards into goals and work plans.

Provide educational opportunities for conveying new procedures or policies to ensure that an efficient and high quality service is provided by: designing and selecting instructional materials for nurses and para-professional nursing personnel.

Coordinate the medical nursing program with internal and external programs and shared service agreements with outside service providers to improve the quality of services and to control costs by: collaborating with the medical director, facility management and department directors and/or meeting with other service providers to identify and define possible areas of cooperation and establishing terms of the agreements.

Direct the program's employees so that they effectively perform their assigned job duties and contribute to the achievement of the program's objectives by: selecting appropriately skilled and experienced employees; rewarding or disciplining employees; recommending promotion, suspension, discharge or change in status; training and directing employees in the execution of their job duties.

Organize staff into effective work units to ensure that an efficient and high quality of service is provided by: evaluating fiscal and human resources in relation to client/program needs.

Provide program staff with current information regarding Department of Human Services, facility, and program policies and standards to ensure that services are provided in accordance with requirements by: developing and maintaining written policy manuals; providing interpretations of policies as they apply to the program; and training staff in the application and interpretation of policies and requirements.

Direct special projects to systematically assess service needs in the region served by the facility by: reviewing information on projected service needs based on population statistics; consulting with counties; and coordinating the efforts of staff to develop relevant measures.

Develop an overall plan for communicating with elected and appointed officials, employees of other government units, employees of other state divisions, advocacy groups, private providers and private citizens to provide an improved understanding of the role of the program in the overall network of services, to obtain input on needed services, and to market program services by: identifying information of importance to each group and determining the best means of conveying that information.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

### Knowledge of:

Thorough knowledge of assigned disability group(s), professional nursing theory and practice, medical practices, and treatment/programming methods applicable to disability group(s) sufficient to design, implement, and evaluate an effective, integrated, individualized program of services and to train, demonstrate and monitor performance of others to ensure adherence to accepted standards and practices.

Management principles sufficient to plan, organize and monitor the performance of a large, diverse staff directly and through subordinate supervisors to assure efficient utilization of program resources.

Thorough knowledge of the principles of Nursing Management/Administration, TQM, TQI and/or QA to formulate solutions regarding infection control, organizational structure, complements, labor problems, and other problems.

Community resources sufficient to integrate services into the overall Service Provider Network to ensure successful discharge of residents into the community.

Needs assessment methods sufficient to guide the efforts of assigned staff in preparing short and long-term service plans.

Resource requirements and costs sufficient to compile and present a budget to meet projected levels of service.

Public speaking sufficient to ensure an accurate understanding of facility programs in the area served.

Dynamics of committee and task force groups sufficient to ensure that desired input is obtained, committee efforts focus on key issues and that facility staff and community representatives are utilized effectively.

Thorough knowledge of standards for facility licensing and accreditation; State and Federal rules and regulations, and State and departmental administrative policies relating to treatment programs to ensure that requirements are met in designing long-term plans, monitoring of assigned program areas and developing plans for corrective action.

Knowledge of research sufficient to supervise nursing staff doing research and to develop and implement acuity studies.

Skill in:

Collaboration skills sufficient to promote interdisciplinary cooperation between departments and the community.

Ability to:

Delegate, prioritize, and resolve problems; to develop and implement policies and procedures; and to develop and implement programs to assure that staff provides an appropriate level of skilled care and an integrated program of individualized services for a disability group(s).

Manage and motivate facility staff.

Translate needs of community and treatment standards into program services.

Communicate orally and in writing so that facility goals, plans and requirements are understood.

LEGAL LICENSURE REQUIREMENTS

Registration with the Minnesota Board of Nursing to practice nursing in the state.

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Rev.:

T.C.: 12/96  
Former Title(s): Director of Nurses