

## ASSISTANT DIRECTOR OF NURSING - RUTH TAYLOR INSTITUTE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Associate Director of Nursing - Ruth Taylor Institute, incumbents of this class are responsible for providing daily operation nursing administration as well as coordinating and implementing nursing programs and policies. In addition, responsibility involves formulating recommendations for those areas of the nursing program requiring assessment, revision or reorganization based upon appropriate analysis and evaluation. In the absence of the Director of Nursing - Ruth Taylor Institute and/or Associate Director of Nursing, assumes responsibility for the nursing administration and service of the Ruth Taylor Institute. Supervision is exercised over a large number of professional nursing and ancillary patient care personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the development and implementation of Standards of Care, philosophy and objectives of the Department of Nursing at the Ruth Taylor Institute;

Insures through the Nursing Supervisors that daily nursing and patient care needs are met according to staffing standards, nursing philosophy, objectives, policies and procedures;

Consults with the Director of Nursing - Ruth Taylor Institute and assists in formulating solutions to matters affecting nursing program development;

Develops reporting systems to enable the proper evaluation of the total nursing program including the generation of necessary narrative and statistical data to prepare required reports;

Conducts research and surveys of nursing policies, procedures, trends and programs as required;

Coordinates nursing care with other programs of the institution, largely through staff conferences and committees;

Evaluates the implementation of the Plan of Care developed by the Multi-disciplinary Team for each patient by assignment of nursing staff adequate to meet the needs of the patients;

Insures that each staff member has a patient assignment and understands all aspects of nursing care to be rendered;

Works with Inservice Training Staff to orient and evaluate new staff members;

Completes a performance evaluation on each staff member annually;

Recommends items for budget preparation and assists in maintaining expenditures within the approved budget;

Monitors nursing care on an assigned shift through formal audits, nursing rounds and research studies;

EXAMPLES OF WORK: (Cont'd)

Attends Nursing Administration and committee meetings;

Acts as a liaison between the respective shift and administration;

Represents administration on the shifts and communicates findings to the Director of Nursing and/or Associate Director of Nursing;

Assesses staff developmental needs, renders guidance, and makes referrals to appropriate agency;

Assists in preparing the annual nursing service budget and develops appropriate justifications;

Assists in the recruitment and selection of nursing staff personnel.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the application of current nursing techniques and procedures, particularly as they apply to gerontology; good knowledge of the principles and practices of nursing service administration; good knowledge of federal, state, local and professional policies, rules, regulations and procedures as they relate to the nursing service of Health Related Facilities (HRF) and Skilled Nursing Facilities (SNF); good knowledge of the special problems and care of long term geriatric patients; ability to plan, supervise and evaluate the performance of assigned personnel; ability to identify critical nursing service problems and to formulate, justify and implement realistic solution carefully integrating them with ongoing operations; ability to establish and maintain effective working relationships; ability to communicate professionally with all levels of the nursing staff and other medical personnel; ability to research, analyze and evaluate new or suggested nursing practices or procedures to ascertain their impact and benefit for current operations; good professional judgment; tact; initiative; resourcefulness; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved school of nursing\* and either (a) five years of professional nursing experience including two years involving supervision of a group of patient care units in a hospital or a health care agency; or (b) a Master's Degree\* in Nursing Service Administration may be substituted on a year for year basis for the experience specified in (a) above but the two years in a supervisory position must be included; or (c) any satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a New York State License as a registered professional nurse at the time of appointment.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: E0296  
Job Group: XIII