

## ASSISTANT DIRECTOR OF NURSING

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level nursing administrator, has immediate direction and supervision of a major area of the hospital nursing service or of the County Home Infirmary. Involves responsibility for the application of rules, regulations and policies necessary to the giving of effective nursing service to patients. Supervision is exercised over a large number of professional, practical and auxiliary nursing personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Receives and assembles daily nursing reports, noting patients' condition, staff needs, absences, patient census, ward needs, etc., using them in the preparation of daily, monthly and annual reports to the main nursing office, and in analyzing nursing care and staffing needs;

Gives general supervision to the nursing care of patients in assigned units;

Makes plans for the staffing of wards in relation to the patients care load, professional and non-professional staff time available, absences;

Makes daily rounds to observe the nursing care given, the attitude, performance and appearance of ward personnel and the general maintenance and housekeeping of each unit;

Sees and talks with critical patients and, on occasion, gives actual direct supervision to patient care during the absence of a supervisor;

Sees that ward inventories are properly maintained and either initiates or receives and forwards requisitions for nursing supplies and equipment;

Works closely with the medical staff on special problems;

Holds staff meetings for subordinate supervisory and professional nursing staff and attends hospital-wide nursing staff meetings and conferences;

Evaluates the services of staff members and, in relation to the indicated needs, plans and provides for the implementation of training programs;

Gives instruction to in-service trainees on a limited basis;

Serves on, and attends, meetings of various nursing service and nursing administrative committees and participates in the work of sub-committees;

If employed by the hospital, assists in the coordination of the educational program for student nurses with the instructors from Westchester School of Nursing and Grasslands School of Practical Nursing;

May hold selection interviews with applicants and terminal interviews with employees leaving the service.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of nursing theory and practice and those basic knowledges related to nursing such as biological, physical, social and medical sciences and their application to the patient care problems; thorough knowledge of accepted practices and techniques used in supervision of patient care activities and the associated nursing and auxiliary nursing staff personnel; good knowledge of Hospital or County Home organization and the functions of its various divisions; good knowledge of new developments in the nursing field; knowledge of nurse education programs content and techniques both formal and clinical; familiarity with the application of the principles of personnel administration in assigning, supervising and evaluating activities of the staff supervised; ability to work effectively with subordinates in planning and supervising nursing activities; ability to plan and carry out in-service training activities for nursing service personnel; ability to work effectively with nursing instructors; initiative in working out nursing service problems and in working to improve services; good judgment in stimulating and in working through subordinate supervisory personnel to improve nursing services; tact in dealing with nursing personnel, patients, the medical staff and the general public; pleasing personality; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree\* in Nursing Service or Nursing Education and five years nursing experience, two of which must have involved supervision of a group of patient care units in a hospital; or (b) a Master's Degree\* in Nursing Service or Nursing Education and four years nursing experience, two of which must have included the two years of specialized experience specified in (a); or (c) graduation from a three year school of nursing\* and six years nursing experience, two of which must have included the two years of specialized experience as stated in (a); or (d) any satisfactory equivalent combination of training and experience, which must have included the two years of specialized experience as specified in (a).

SPECIAL REQUIREMENT: Possession of a license to practice as a professional nurse in New York State.

\*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.