

ASSOCIATE DIRECTOR OF NURSING - RTI

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director of Nursing - RTI, an incumbent in this position implements nursing administrative programs, supervises, coordinates, and directs personnel in the delivery of services to residents, evaluates and recommends to the Director of Nursing those areas of nursing practice and administration requiring evaluation and change. The incumbent provides direction and guidance to Nursing Care Coordinators regarding implementation of State and Federal mandates, provides and/or supervises the in-service training of nursing personnel and may be requested to assume responsibility for the administration of nursing services in the absence of the Director. Supervision is exercised over a number of professional personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the evaluation of nursing practices through unit observations and conferences with nursing coordinators;

Assists in the evaluation of facility practices by participating in quality assurance reviews, evaluation of reports and participating in committee meetings;

Assists in the establishment of facility standards of practice through participation in committees;

Reviews, evaluates and recommends revisions of nursing service policies, coordinates the implementation of policies by conducting staff conferences and through directives;

Assists the Director of Nursing in the establishment of appropriate staffing patterns based on evaluation of nursing care needs;

Provides guidance, direction and assistance to nursing supervisory staff in counseling and disciplining of staff as needed;

Participates, directs and assists in the development of Nursing In-Service education programs in conjunction with those specifically assigned such responsibility;

Performs special assignments as delegated by the Director of Nursing based on organizational needs.

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 Skilled Nursing Facilities; good knowledge of the special problems and care of long term geriatric residents; 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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

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) six years of professional nursing experience including three years involving supervision of a group of patient care units in a skilled nursing facility; or (b) a Master's Degree* in Nursing Service Administration or Health Care Administration may be substituted on a year for year basis for the experience specified in (a) above, but the three years experience in a supervisory position must be included; or (c) a 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.