

DEPUTY DIRECTOR OF NURSING - NURSING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Vice President Hospital Nursing Services and Education, an incumbent of this position provides daily operational nursing administration in an assigned area of the Westchester Medical Center. The incumbent supervises, coordinates, implements and directs ongoing administrative aspects of the nursing organization. The incumbent recommends to the Vice President Hospital Nursing Services and Education those areas of nursing practice and administration requiring evaluation and change and implements nursing service administrative programs. In the absence of the Vice President Hospital Nursing Services and Education, incumbents are responsible for the administration of nursing services. Supervision is exercised over a large number of professional nurses, auxiliary nursing and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises, coordinates, implements and directs the ongoing administrative aspects of an assigned area in the nursing organization at the Westchester Medical Center;

Participates in evaluation of nursing practice through peer review;

Assists in the establishment of institutional standards of practice for all aspects of nursing service in cooperation with established professional standards of practice.

Establishes qualifications of all levels of nursing staff in conjunction with the Vice President Hospital -Nursing Service and Education;

Coordinates the implementation of nursing policies and procedures by conducting staff conferences and through directives, as needed;

Assists in the development of Nursing In-service Education Programs through meetings;

Provides for periodic review of individuals within the nursing organization by participating in staff evaluation conferences;

Participates in labor management conferences;

Coordinates clinical nursing programs with specific department heads, as required;

Assists the Vice President Hospital-Nursing Service and Education in establishing appropriate staffing patterns through ongoing evaluation of organizational nursing care needs;

Maintains accurate records, participates in data gathering within nursing service as needed.

Participates in, monitors and evaluates Quality Assurance and Improvement activities;

EXAMPLES OF WORK: (Continue.)

Participates in hospital and medical board and nursing committees;

Assists the Vice President Hospital-Nursing Services and Education with the development of the Nursing Service budget;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles of current nursing techniques and procedures; comprehensive knowledge of principles of nursing service administration; comprehensive knowledge of Westchester Medical Center labor management practices as well as current Civil Service and hospital personnel practices; comprehensive knowledge of the New York State Nurse Practice Act to include diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being; comprehensive knowledge of Joint Commission for Accreditation of Healthcare Organizations, American Nursing Association, and State Health Department accrediting requirements; ability to direct, supervise and coordinate a large multi-programmed nursing service; ability to coordinate varying levels of nursing staff; ability to communicate to all levels of nursing staff as well as division directors in a professional manner; ability to set priorities; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; demonstrated competence in nursing administration; initiative; sound professional judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Department of Education, as a Registered Professional Nurse, a Bachelor's Degree* in Nursing or related specialty, and four years of professional nursing experience in a hospital or health care agency at a supervisory level which must have included responsibility for preparing budgets and oversight of quality assurance activities.

SUBSTITUTION: Satisfactory completion of a Master's Degree* in Nursing Administration or Education, Hospital or Health Administration, Health Education, Psychology, or related field may be substituted for one year of the required experience.

NOTE: Only experience gained after attaining the license and registration and Bachelor's Degree will be considered in evaluating experience.

*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.