

## DEPUTY DIRECTOR OF NURSING - TAYLOR CARE CENTER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director of Nursing - TCC, the incumbent of this position provides daily operational nursing administration and coordinates nursing programs and policies between the Director and the nursing organization. Responsibilities include management of all fiscal and reimbursement issues, development of systems to maximize reimbursement for nursing services provided, management and supervision of all nursing administrative staff involved with documentation for reimbursement purposes, supervising, coordinating, implementing and directing ongoing administrative aspects of the nursing organization, recommending to the Director of Nursing those areas of nursing practice and administration requiring evaluation and change, and responsibility for the administration of nursing service in the absence of the Director of Nursing. 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 the nursing organization in the Taylor Care Center;

Development of systems to monitor utilization of resources;

Management of contracts with outside agencies providing services and directly working with Finance;

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 Director of Nursing - TCC;

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

Assists in the development of Nursing Inservice Education Programs;

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

Participates in labor-management conferences in the absence of the Director Nursing-TCC;

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

EXAMPLES OF WORK: (continue.)

Assists the Director of Nursing 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 Performance Improvement activities;

Assists the Director of Nursing - TCC with the development of the budget.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of application of current nursing techniques and procedures; comprehensive knowledge of principles of nursing service administration; comprehensive knowledge of 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 of Accreditation of Hospitals, American Nursing Association, and State Health Department accrediting requirements; good knowledge of current concepts of community health nursing practice, specifically with relation to hospital-community based programs; knowledge of labor management practices as well as current Civil Service and hospital personnel practices; ability to direct, supervise and coordinate a large, multi-programmed nursing service; ability to coordinate varying levels of nursing staff; ability to communicate with all levels of nursing staff as well as division directors in a professional manner; ability to set priorities; 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 and a Master's Degree\* in Nursing Administration or Education, Hospital Administration, Health Administration or Education, Public Health, or Gerontology and five years of professional nursing experience in a hospital, health care agency or long term care facility, three years of which must have been in a nursing supervisor position and one year of which must have been in a long term care facility.

\*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.