

DIRECTOR OF NURSING

DEFINITION

Under direction of the Associate Administrator, is responsible for the provision of nursing services at the Badger Prairie Health Care Center including planning, organizing, implementing, maintaining and evaluating nursing services programs; line management responsibility for Registered Nurses, Licensed Practical Nurses and Attendants; and performs related work as required.

EXAMPLES OF DUTIES

Supervises nursing services staff including effectively recommending actions on hiring, probationary periods, disciplinary actions, performance evaluation, adjustment of grievances, staffing levels, and staff development; directs scheduling of staff; ensures proper records on resident care are kept; assesses nursing services needs of residents; plans programs to meet those needs; implements nursing programs and evaluates their success; schedules staff development needs of subordinates with in-service training unit; monitors non-nursing services to determine undesirable affects on residents and expresses concerns to appropriate support unit supervisor; acts as key member of institution management team on decisions affecting resident well being and satisfaction; establishes standards of performance for all nursing services staff and ensures that inadequate performance is remedied; establishes and maintains resident communication/complaint procedures; inspects areas of responsibility; prepares and monitors budget for areas of responsibility; assists in development of policy and procedures and ensures that approved policy and procedures are complied with; ensures State and Federal standards are met; reviews and investigates resident complaints.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in nursing and three years of experience as a Registered Nurse including one year in a supervisory-administrative capacity. Geriatric or psychiatric experience is preferred as appropriate.

Knowledges and Abilities: Thorough knowledge of theory and practices relating to the provision of comprehensive nursing services to residents in an institutionalized setting; thorough knowledge of the needs of psychiatric and/or geriatric residents; knowledge of personnel administration, budgeting, purchasing and nursing administration systems; ability to supervise staff; ability to assign, implement and evaluate programs; ability to work effectively with other members of the management team; ability to keep accurate records and prepare reports, as required; ability to make efficient use of staff available; ability to plan and meet manpower needs.

Licenses and Other Requirements: State of Wisconsin Registered Nurse License.