



MESCALERO APACHE TRIBE

Position Description

Position Title: Director of Nursing Services
Department: Nursing Services
Supervisor: Administrator
Employment Status: Exempt
Grade: E?

JOB SUMMARY

The Director of Nursing Services assumes full time administrative authority, responsibility and accountability for the delivery of nursing services in the facility. Manages up to 75 employees in the provision of care and services according to professional standards of nursing practice, consistent with facility philosophy of care and state and federal laws and regulations. Develops and implements policies and procedures consistent with current law. In collaboration with Nursing Home Administrator, allocates department resources in an efficient and economic manner to enable each resident to attain or maintain the highest practicable physical, mental and psychosocial wellbeing. Collaborates with other departments, professionals, consultants, and organizations, including government agencies and advocacy groups, to develop support and coordination of resident care, related administrative functions and to represent the interests of the facility.

ESSENTIAL JOB FUNCTIONS:

- The essential functions of this job may be revised or updated as the needs of the facility dictate.
- Develops and maintains nursing policies and procedures that reflect current standards of nursing practice of the facility.
- Philosophy of care consistent with federal, tribal and state laws and regulations. Communicates and interprets policies and procedures to the nursing staff.
- Monitors practices for effective implementation. Reviews 24-hour report from every unit daily to ensure timely, effective responses to significant changes in condition, transfers, discharges, use of physical or chemical restraints, unexplained injuries, potential abuse or neglect, medication errors, loss of resident property, any evidence of resident or family dissatisfaction. Gathers and analyzes facts, assesses situations, develops and implements appropriate actions to investigate, to notify appropriate parties, to resolve issues and to record facts properly.
- Keeps Nursing Home Administrator informed of findings and results. Communicates directly with residents, families, medical staff, nursing staff, interdisciplinary team members and Department Heads to coordinate care and services, improve organization and implementation of plans of care, to maintain quality of care, quality of life and a homelike environment for all residents.

- Establishes and implements an Infection Control Program designed to provide a safe, sanitary and comfortable environment and to prevent the development and transmission of disease and infection. Reviews the Infection Control Surveillance reports to identify trends and to develop effective actions to control and prevent infections in the facility. Includes infection control information and statistics in Quality Assessment and Assurance
- **Committee Report.**
- Monitors the provision of care and services to residents on all shifts and evaluates regulatory compliance efforts through daily rounds to observe care on units, to review records and to interview staff members, residents, families, and other interested parties.
- Evaluates the findings of compliance rounds conducted by designated facility staff on a daily basis. Designs, implements and evaluates actions to improve the quality of care.
- Conducts quality assessment and assurance activities, including regulatory compliance rounds, in all departments to monitor performance and to improve the quality of care.
- Develops programs to gather and analyze data for trends and to institute actions to resolve problems promptly.
- Evaluate effectiveness of actions. Participates as a member of the Quality Assessment and Assurance Committee with the Medical Director and at least three other facility staff members. Reports and makes recommendations to Quality Assessment and Assurance Committee.
- Supervises development of in-service education programs designed to equip the nursing staff with sufficient knowledge and skills to provide nursing and nursing related services to each resident to attain or maintain the highest practicable physical, mental and psychosocial wellbeing and to perform the essential functions of their jobs satisfactorily.
- Assists Nursing Home Administrator with preparation for long-term care survey. Actively participates in long-term care survey process by instructing staff in matters of conduct and disclosure, maintaining a presence at all times surveyors are on-site and directing the timely collection of information required by the survey team.
- Demonstrates concern for identified problems and undertakes corrective action while survey is in progress if appropriate. Gathers and presents supplemental documentation to avoid potential deficiencies, collaborates with Nursing Home Administrator to develop responses to survey report as needed.
- Collaborates with physicians, consultants, community agents and institutions to improve quality of services and to resolve identified problems.
- Consults with Nursing Home Administrator daily about resident status, census budget, personnel and other relevant issues.
- Participates in the development of the department budget. Provides relevant financial information to Nursing Home Administrator regarding department financial needs and status.
- Develops staffing plans that assure sufficient numbers of qualified, competent nursing staff to meet direct care needs, conduct assessments as required, develop plans of care, evaluate residents' responses to interventions and document clinical records effectively in compliance with state and federal requirements.

Recommends numbers and types of nursing personnel necessary to provide care and to maintain compliance with facility mission and with all appropriate regulations.

- Hires and retains qualified, competent nursing staff to provide nursing and nursing related services to attain or maintain highest practicable physical, mental and psychosocial well-being of each resident. Conducts interviews, provides regular performance reviews, takes appropriate job actions, reviews job actions taken by subordinates to assure that staff meet qualification and performance standards and can perform all essential functions of the job.
- Ensures 24-hour availability as nursing administration resource by providing on-call and telephone access or designating an alternative, qualified nursing staff member to do so.
- Maintains current skills and knowledge through continuing education. Applies information to job responsibilities.
- Responsible for completion of abstracts for Medicaid. Responsible for utilization review for Medicare. Assist in screening admissions as needed.

MINIMUM QUALIFICATIONS STANDARDS

- **Education:** Graduate of an accredited school of nursing.
- **Certificate/Licenses:** Current, active license as Registered Nurse in New Mexico.
- **Work Experience:** Two years professional nursing experience in long-term care setting. One year of experience in nursing service administration or comparable management experience preferred. Freedom from illegal use of drugs, and freedom from use and effects of use of drugs and alcohol in the workplace. Persons who have been found guilty by a court of law of abusing, neglecting, or mistreating individuals in a health care related setting are ineligible for employment in this position.

PERFORMANCE REQUIREMENTS

- Able to provide nursing leadership to Nursing Home Administrator, Medical Director, Department Heads and Governing Body to formulate operational strategies and achieve facility objectives within planned budgets and schedules.
- Provides direction to nursing staff to execute tasks necessary to implement operational objectives.
- Working knowledge and ability to apply standards of professional nursing practice in job situations.
- Able to develop nursing policies and procedures that reflect current clinical practice, professional standards and facility philosophy of care.
- Able to establish criteria to assure that services provided meet established standards of quality.
- Has sufficient knowledge of clinical practice, regulations and principles of adult education to supervise the continuing education and training of nursing personnel.

- Demonstrates knowledge of and respect for the rights, dignity and individuality of each resident in all interactions. Demonstrates competency in the protection and promotion of resident rights. Able to act as role model for facility staff.
- Demonstrates satisfactory level of interpersonal skill to interact with facility administration, community and government agencies, and interdisciplinary staff.
- Able to understand and to follow written and/or verbal directions. Able to express self adequately in oral and/or written communication. Able to communicate effectively with staff members, other professional staff, consultants and residents in interdisciplinary care setting and to government agencies.
- Knowledge of state and federal laws and regulations that apply to practice of nursing in long-term care.
- Sufficient knowledge of personnel policies and ability to perform personnel functions including interviewing prospective staff members, conducting performance evaluations and carrying out disciplinary actions when appropriate. Able to apply personnel policies to facts concerning job actions without regard to race, sex, age, national origin, religion or disability.
- Able to coordinate Quality Assessment and Assurance activities with Medical Director, Nursing Home Administrator, Department Heads and direct care staff. Carries out all duties in accord with the facility mission and philosophy.
- Appreciates the importance of maintaining confidentiality of resident and facility information.
- Demonstrates honesty and integrity at all times in the care and use of resident and facility property.
- Knowledge of emergency and disaster procedures of facility. Able to locate nearest exit, to understand and respond to written or oral instruction in case of emergency.
- Has sufficient mobility and strength to move freely through the building, to assure resident safety at all times and to assist, transfer or otherwise move residents of facility out of danger in case of emergency.
- Demonstrates respect for co-workers and responds to needs of residents by complying with facility policies on attendance and punctuality and dress code. Able to arrive to work on time and to respond to facility needs 24 hours a day, 7 days a week through on-call availability or delegation.
- Working knowledge and ability to comply with facility policies and procedures for workplace safety including infection control procedures, application of universal precautions for blood borne pathogens, use of personal protective equipment and handling of hazardous materials.
- Demonstrates ability to prioritize responsibilities and complete projects within allotted time.
- Able to respond to change productively and to handle additional projects as delegated. Able to perform essential functions of L.N. Team Leader if needed. Able to carry out the essential functions of this job (with or without reasonable accommodation) without posing specific, current risk of substantial harm to health and safety of self and others.

PHYSICAL, PSYCHOLOGICAL AND ERGONOMIC REQUIREMENTS:

- Successful performance of essential functions can best be achieved through consistent application of current knowledge, use of good judgment, teamwork, common sense, ability to establish and carry out priorities, effective use of interpersonal skills and ongoing communication with residents, staff, families, interdisciplinary team members, and government officials, including state surveyors and ombudsman.
- This job cannot be performed without exposure to the stresses associated with the intimate, 24-hour residential care environment that delivers care and services primarily to disabled and cognitively impaired residents. Examples of these stresses include, but are not limited to shift rotation, weekend and holiday duty, unusual or impaired behavior by residents, family reactions to having a loved one in the nursing home, death and dying, oversight of state surveyors, ombudsman and federal officials, presence of consultants and attorneys, and variable involvement of medical staff.
- Essential functions are carried out in a variety of positions including standing and sitting. To meet resident's needs, virtually all positions require the ability to move freely through the building. Stooping, bending, lifting and carrying as well as other physical demands may be required as described in the Essential Physical Demands of this position.

ESSENTIAL PHYSICAL DEMANDS OF THE POSITION.

- MOBILITY: Ability to move freely in all directions.
- LIFTING: Able to lift up to 75 pounds.
- CLIMBING/BALANCING: N/A
- STOOPING/BENDING: Up to 200 times a day for brief times to give treatments to residents.
- PUSHING: Up to 50 pounds to push med cart or residents in wheel chairs.
- STANDING/SITTING: To stand or walk 75% of the time. To sit 25% of the time.
- REACHING Ability to reach for supplies and give treatments to residents.
- HEARING: Ability to hear verbal communication.
- SPEAKING: Able to speak understandably in order to communicate with others.
- VISION: Adequate vision to read and to recognize residents.
- COLOR VISION: Need to see red biohazard labels and color code system of med cassettes.

ESSENTIAL ENVIRONMENTAL DEMANDS OF THE POSITION

- INSIDE/OUTSIDE: Inside 100% of the time.
- COLD/HEAT: Controlled.
- WET/HUMIDITY: N/A
- NOISE/VIBRATIONS: Voices, telephone, and call lights.
- DRY/DUST: N/A
- FUMES/ODORS/CHEMICAL EXPOSURE: Odors of body substances.
- OTHER ENVIRONMENTAL HAZARDS: Handling needles.

The Occupational Safety and Health Administration (OSHA) has determined that certain employees in nursing homes are at significant risk of exposure to blood borne pathogens such as Hepatitis B and Human Immunodeficiency Virus (HIV).

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found or assigned to this position.