

Class Specifications
for the class:ASSISTANT DIRECTOR OF NURSING
EM-03; BU:32Duties Summary:

This position assists the Director of Nursing/Chief Nurse Executive in organizing, controlling and directing nursing services in a hospital. This position will assume the duties and responsibilities of the Director of Nursing/Chief Nurse Executive as necessary and perform other related duties as assigned.

Distinguishing Characteristics:

This position performs the duties of the Director of Nursing/Chief Nurse Executive in her/his absence, in organizing, controlling and directing nursing services in a hospital. This position may work on rotating shifts, with work on weekends and holidays.

Supervisory Controls:

The position receives general direction to assure conformance to nursing standards and hospital policies and procedures. Work is performed independently in conformance with established policies and procedures. The incumbent is expected to inform the supervisor when unforeseen events/circumstances require significant changes. Review of work is nominal and administrative in nature.

Nature and Scope of Recommendations, Commitments and Decisions: Review of work is limited to cursory inspection that achievement of quality and cost effective care for patients is attained. Positions have final authority to approve nursing care plans prepared by lower level registered nurses and to make decisions regarding the operation of their health complex. Decisions made by positions in this class are reviewed for conformance to nursing programs, policies and procedures.

Examples of Duties:

Coordinates nursing delivery of care to ensure efficiency, productivity and appropriateness for all levels of nursing care; evaluate patient care; assists in coordinating nursing service and activities with other departments; work with medical and nursing staff on problems and errors in patient care, make recommendations for corrective measures and see that these measures are carried through; justifies additional personnel, supplies and equipment to meet the needs of patient care;

participates in the review, revision and formulation of patient care procedures and policies; establish follow-up measures and studies the effectiveness of new services, new routines and procedures; interprets, supports and enforces hospital policies; participates in nursing and hospital committees involving patient care; assumes necessary functions and responsibilities of the Director of Nursing/Chief Nurse Executive in his/her absence; general and periodic direct supervision of nursing staff; indirect supervision over nursing support staff.

Knowledge and Abilities Required:

Knowledge of hospital nursing programs and the methods and procedures necessary for program implementation; principles and practices of supervision and management as they relate to human resources, work flow and control, organization, etc., basic fundamentals of nursing administration; developing nursing programs, policies and procedures; knowledge of new developments in the field of nursing and their application to the functional area and extensive knowledge of The Joint Commission (TJC) requirements, and other federal, state, or private regulatory/review organizations.

Ability to develop policies and procedures; prepare oral and written reports; communicate well with individuals at all levels; and apply the principal and practices of supervision.

This is an amendment to the class specification for the class, ASSISTANT DIRECTOR OF NURSING, to update the regulatory agency, effective October 1, 2012.

This is the first class specification for the class, ASSISTANT DIRECTOR OF NURSING.

DATE APPROVED: October 1, 2012

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Director of Human Resources