



## **JOB DESCRIPTION**

**Job Title:** Director of Nursing – Mountrail Bethel Home

**Department:** Nursing

**Reports To:** Administrator

### **Position Summary:**

The Director of Nursing (DON) of the Mountrail Bethel Home (MBH) is responsible and accountable to plan, develop, organize and direct the overall operation of nursing services for MBH in accordance with current federal and state regulations and as may be directed by the Administrator and/or Chief of Medical Staff to ensure the highest degree of quality care is maintained at all times. The DON has been delegated the administrative authority, responsibility, and accountability necessary for carrying out assigned duties. Job functions include, but are not limited to: administrative, department organization and staffing, employees, nursing budget, patient/resident care, staff education, compliance with state and federal rules/regulations/conditions related to the nursing services department of MBH.

### **Qualifications and Requirements:**

1. License and Certifications Required:
  - Current North Dakota State Licensure as RN
  - Ongoing CPR certification
2. Educational Requirements:
  - Bachelor's degree in nursing or related field preferred
  - Must be able to read, write, speak and understand English
3. Experience Requirements:
  - Long-term care nursing experience preferred
  - Supervisory/management experience preferred
4. Special Skills or Training:
  - Ability to communicate well, both orally and in writing
  - Knowledge of state and federal regulations for long-term care
  - Basic computer skills
  - Knowledge of nursing principles, practices, and procedures
  - Knowledge of federal, state, and payer regulations and requirements related to nursing including patient safety, infection control, and confidentiality
  - Knowledge of quality assurance, risk management, utilization management, and outcomes management standards
  - Skilled in developing/monitoring budgets and maintaining cost-effective nursing practices
  - Ability to analyze data, problem solve, and make decisions related to nursing issues
  - Ability to communicate with all levels and departments about nursing topics
  - Ability to collaborate with managers to improve clinical operations
  - Positive attitude toward the elderly and ill
5. Physical Requirements:
  - Walking, reaching, bending, lifting, grasping, pushing and pulling, sitting, fine hand coordination
  - Able to lift 5-35 pounds

- Ability to communicate with residents, personnel and consultants
- Ability to distinguish smells, tastes and temperatures
- Ability to hear and respond to pages
- Ability to remain calm under stress

### **Essential Duties and Responsibilities:**

1. Ensure the provision of quality nursing care consistent with standards of practice and the organization's philosophy of care.
2. Create and maintain a calm environment by demonstrating a positive and caring attitude.
3. Represent nursing on various committees and medical staff meetings.
4. Maintain clinical expertise in order to provide advice and consultation to charge nurses and other practitioners.
5. Develop, maintain and periodically update written policies and procedures that govern the day-to-day functions of the department.
6. Maintain a reference library that will assist the nursing services department to meet the daily needs of clients.
7. Develop, maintain, and periodically review standards of practice, policies and procedures, philosophy and objectives of the MBH nursing department.
8. Develop and implement a nursing service organizational structure.
9. Participate in surveys conducted by authorized government agencies.
10. Assist the Quality Management department to identify, correct, and evaluate problems.
11. Make written and oral reports/recommendations to the Administrator as necessary/required concerning the operation of the MBH nursing department.
12. Determine and provide for an adequate ratio of professional/non-professional staff to effectively deliver nursing care; authorize adjustments in staffing ratios based on census and client needs; plan for nursing home staff response to emergency situations.
13. Organize the department to ensure effective management of staff and the delivery of quality, cost-effective care; delegate to supervisory personnel the authority, responsibility and accountability necessary to perform their assigned duties; recommend and approve hiring, salary adjustments, promotions, terminations, disciplinary action and other personnel actions as required.
14. Interview and hire, or approve hiring of new nursing staff.
15. Plan and provide for an adequate period of orientation for new employees.
16. Develop, maintain, and periodically review job descriptions for each level of staff.
17. Ensure that each staff member receives an annual job performance evaluation.
18. Ensure that department disciplinary action is administered fairly.
19. Ensure that all nursing department employees hold a current license or certificate to practice.
20. Complete required credential verification prior to employment.
21. Ensure that any adverse actions relative to a CNA's employment are reported to the State Nurse Aide Registry in conjunction with Human Resources.
22. Assist in preparation of annual budget based on staffing, equipment, and supply needs and monitor operations of department.
23. Plan for an appropriate mix of staff based on client needs.
24. Authorize the purchase of equipment and supplies based on the budget.
25. Keep informed of new methods, technology and equipment that may improve department efficiency and delivery of care.
26. Monitor the nursing financial report monthly. Make adjustments where possible to control expenses.
27. Develop, maintain, implement and periodically update written policies and procedures for the administration, storage, and control of medications and supplies.
28. Assist with pre-admission screening and discharge planning.
29. Make Medicare A determinations with input from Unit Managers.

30. Respond to emergencies while on duty to function as a member of the team.
31. Work with staff to determine necessity for requests from physicians for referrals for specialty services.
32. Track use of physical restraints, monitor self-administration of medications, review incident near miss reports.
33. Identify areas of need for staff education such as new techniques, new equipment, new or changed procedures with input from staff and managers, and as identified through the CQI process.
34. Work with others to develop an annual in-service calendar.
35. Determine need and make provision for attendance by staff at educational offerings provided by outside entities.
36. In the event that the CAH DON is unavailable, MBH DON will step in as Interim DON for the CAH. These duties include, covering shifts, managing and directing staff as well as being back-up in managing Sleep Labs.
37. Conduct monthly staff meetings to present information and to discuss identified problems/concerns.
38. Stay current with rules/regulations/conditions governing the organization in order to update/modify current practices to maintain compliance.
39. Actively participate in the continuous quality improvement program to ensure compliance with standards of practice and rules and regulations governing the organization.
40. In conjunction with other staff, residents and family, develop the plan of care for each resident.
41. With the assistance of the ADON, perform Medicare coverage evaluations on residents being admitted or returning from hospital stay.
42. Collaborate with Risk Management/Infection Control to ensure a safe, clean environment through the development of policies and practices consistent with current OSHA and other standards.
43. Collaborate with medical staff in the development of policies, procedures, and compliance with regulatory requirements.
44. Prepare for and attend all required meetings.
45. Ensure resident, patient, visitor, and employee safety while performing all duties and responsibilities.
46. Maintain client and facility confidentiality.
47. Know and comply with Residents' Rights rules.
48. Treat Residents, Patients, Visitors and Co-workers with kindness, dignity and respect at all times.
49. Attend and participate in orientation, training, mandatory education, in-services, staff meetings and education courses to further improve knowledge and skills, including Incident Command System training (ICS) for emergency preparedness.
50. Promote teamwork; encourage others to work to the best of their ability.
51. Have a positive attitude; be willing to accept change; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; cooperate with other managers and administration and show respect at all times; speak well of company and job.
52. Follow company dress code.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

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Date