

## DIRECTOR OF NURSING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, directing, and supervising over-all institutional healthcare and rehabilitation activities as they apply to nursing services. The work is performed under general supervision of the facility administrator with wide leeway allowed for exercise of independent judgement. Supervision and direction is exercised over all nursing services personnel. A Director of Nursing Services does related work as required.

### TYPICAL WORK ACTIVITIES:

- Directs all phases of the nursing service to insure complete and competent nursing care for patients;
- Coordinates the nursing service with other activities of the facility;
- Confers with facility administrator and other administrative and professional personnel to assist in establishing and reviewing policies, programs, and procedures;
- Makes contacts as necessary with nurses, physicians, patients, and relatives of patients regarding the care of patients and related activities;
- Conducts conferences with nurses to plan, interpret, and review policies, programs, and procedures;
- Evaluates the quality and quantity of the nursing services rendered in the institution;
- Recommends physical facilities, equipment, and supplies needed to carry on the nursing service;
- Oversees and may participate in the in-service training program;
- Assists in the preparation and control of the nursing service budget;
- Keeps abreast of new developments in medical science and nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed;
- Conducts pre-employment and terminating interviews with nursing service personnel;
- Conducts correspondence, keeps records, and submits a variety of reports related to the nursing service.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; thorough knowledge of modern principles and practices of nursing administration; thorough knowledge of institution business management practices relating to nursing service; ability to supervise the administration of therapeutic measures prescribed; ability to secure the cooperation of others; good organizing ability; demonstrated ability to supervise the work of others; mental alertness; patience; firmness; emotional stability; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: Either

A. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Nursing and two (2) years of experience in professional nursing activities, one (1) year of which shall have been in a supervisory position;

OR

B. Graduation from an approved three (3) year school of professional nursing and three (3) years of experience in professional nursing activities, one (1) year of which shall have been in a supervisory position;

OR

- C. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in nursing and four (4) years of experience in professional nursing activities, one (1) year of which shall have been in a supervisory position.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION: Possession and maintenance of a license issued by the State of New York to practice as a Registered Professional Nurse.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/29/01