

JOB OPENING

POSTION: *DIRECTOR OF NURSING*

POSITION EFFECTIVE: *MUST BE ABLE TO TAKE POSITION IMMEDIATELY*

SALARY: *SALARIED POSITION WHICH COMMENSURATES WITH EXPERIENCE, HOLIDAYS, VACATION, SICK TIME, IMRF, INSURANCE BENEFITS*

ALL QUALIFIED CANDIDATES SUBMIT YOUR RESUMES/APPLICATIONS TO THE ADMINISTRATOR BY _____

Requirements and Conditions:

Job Function: Coordinate and direct all health care services provided to Resident.

Supervises: MDS Coordinator, Shift Nurses, Medical Services, Medical Records, Pharmacist, and C.N.A.'s

Report To: Administrator

Primary Responsibilities:

1. Implement and monitor Facility Policies and Procedures to ensure that the facility is in compliance with all Federal and State Minimum Standards as they apply to nursing and medical services.
2. Participate in all resident referrals and admission making determinations for Medicare Part A coverage and discontinuation based on regulation.
3. Supervise all documentation of services provided to residents.
4. Supervise Medical Consultants, such as, but not limited to, Pharmacy, Dietician, Podiatrist, Medical Records, etc., and ensure recommendations are communicated and documented appropriately.
5. Monitor and control all nursing-related supplies, equipment, and ancillary charges.
6. Serve on various committees as appointed by the Administrator.
7. Supervise infection control.
8. Interview, hire, train and supervise all employees under your supervision and review staff competency in dealing with medical issues and provide training on a regular and as needed basis.
9. Perform other duties as assigned by the Administrator.

Specific Duties:

1. Make rounds to check all aspects of resident care. Plan the day's medical activities.
2. Final responsibility for interviewing, hiring, scheduling and supervising all staff that work under your supervision.
3. Provide on-the-job training for new staff that work under your supervision.
4. Review payroll sheet and approve or disapprove employee days and overtime for staff under your supervision.
5. Supervise and conduct monthly meetings and other meetings as needed.
6. Provide in-service training as scheduled. Develop an annual training calendar in advance to meet regulatory requirements.
7. Monitor the accurate completion of the entire MDS care plan program.
8. Participate in all resident referrals. Serve as a member of the Admissions Team. Complete inquiries to determine medical needs and appropriate placement of referrals.
9. Make determination for Medicare Part A coverage and discontinuation as needed. Attend Medicare meetings. Ensure all diagnoses are clinically sequenced appropriately in Matrix.
10. Complete and coordinate any information requested by Medicare Part A Intermediary or other insurance agency.
11. Complete Infection Control Report weekly. Compile a monthly report to be submitted to the Q.A. Committee. Review numbers of infections and isolations in facility to determine areas of concern. Develop a plan to correct and avoid reoccurrence of area identified.
12. Monitor and ensure compliance of standard precautions, Mantoux's, Hepatitis Vaccine program, bloodborne pathogens and CDC guidelines for isolation / treatment of infections.
13. Complete weekly Accident and Incident Reports and compile a monthly report to be submitted to the Safety and Q.A. Committees.
14. Schedule and complete QA audits based on assessed residents' needs. Provide reports of findings, plans of actions and results at quarterly QA meetings. All QA audits are to be completed yearly.
15. Authorize order and control of nursing supplies and equipment.
16. Track ancillary charges and report to Billing and Collections Specialist.
17. Spot-check all nurses' documentation by randomly auditing charts daily.
18. Coordinate review of Physicians Order Sheets and MARs on a monthly basis for accuracy.
19. Supervise to be sure all Medical Consultants' recommendations are communicated and follow up appropriately.
20. Monitor medication errors and follow up with any corrective measures needed.
21. Implement Nursing Restorative programs. Complete Restorative ADL assessments on admission, quarterly and with any significant changes. Develop program, train necessary staff and monitor for progress.

22. Implement Restraint Reduction Procedures and follow through to eliminate restraint usage. Complete Physical Restraint Assessment and Reduction Assessment on admission, quarterly and with significant changes. Maintain information on a monthly basis for the Safety Committee.
23. Plan and implement Psychoactive Drug Reductions including:
 - a. Psychopharmacologic Drug Use Assessment on admission, quarterly and with significant change.
 - b. Consent forms for all medications.
 - c. Monthly Behavior Tracking Sheets.
 - d. Reduction programs as required by state regulations.
24. Monitor completion of weekly measurements and documentation of wounds.
25. Ensure all Dietary and Pharmacy Recommendations are completed and accurately documented in the appropriate time frame of 72 hours.
26. Conduct weekly weight meeting.
27. Monitor and ensure all labs that are ordered by Physician are completed using the Labs Due Report on Achieve Matrix.
28. Complete and issue Medicare Part A Beneficiary Notice per Medicare Part A Beneficiary Guide.

Qualifications:

Education: Registered Nursing Diploma from an accredited School of Nursing.

Substitute for

Education: None.

Experience: A minimum of one (1) year full-time employment as a Registered Nurse in a supervisory position.

Substitute for

Experience: None.