



## JOB DESCRIPTION

### Director of Nursing

**REPORTS TO:** Deputy Chief Nursing Officer

**EDUCATION & EXPERIENCE:** Bachelor's (BSN) or associates (ADN) degree from accredited school of nursing, current Registered Nurse license in the state of Texas, current CPR certification. Two years current leadership experience required. Spanish speaking preferred.

**SKILLS:** Excellent verbal and written communication skills. Excellent interpersonal and customer service skills. Excellent time management skills with a proven ability to meet deadlines. Strong analytical and problem-solving skills. Ability to prioritize tasks and to delegate them when appropriate. Ability to function well in a high-paced and at times stressful environment. Strong supervisory and leadership skills. Able to oversee and manage the Associate Directors of Nursing and overall nursing operations of their healthcare area/sites. Duties include evaluating and directing ADONS and all nursing employees, establishing goals for the nursing department, creating, and enforcing policies, procedures, OSHA guidelines and regulatory requirements.

#### PRIMARY DUTIES:

- Assist the Deputy Chief Nursing Officer in the daily administration of nursing services as directed or assigned, including recruitment and selection, performance evaluation, coaching and corrective action and employee relations in accordance with quality management principles and overall objectives of the organization.
- Develop, prepare, generate, and analyze ongoing and ad-hoc special reports, and quality assurance evidence-based process improvement.
- Research and purchase medical equipment and supplies as appropriate and budgeted.
- Serve on committees and attend leadership meetings.
- Attend DCNO meetings as needed.
- Comply with all regulations, including but not limited to those related to confidentiality of Protected Health Information.
- Monitor budget per DCNO direction.
- Manage and direct ADONS at main site and 14 other offsite locations including Temple and McGregor.

#### OTHER DUTIES:

Maintain a system that assists providers with initial patient assessments, special medical procedures, and implementation of care,

- In conjunction with provider orders: Assist ADONS and staff
- Administer medications, assessing effects and documenting patient records.
- Provide education to patient in disease processes, intervention, and treatment implementation,
- Oversee general medical equipment maintenance, scheduling routine and corrective maintenance and providing trouble-shooting services
  - Complete chart reviews.
  - Other duties directed by DCNO

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer
- Long periods of sitting
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Frequent use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications
- Frequent travel to multiple sites each week.
- Respond to medical emergencies rapidly

**REVIEWED WITH EMPLOYEE:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date