



## JOB DESCRIPTION

### Associate Director of Nursing

### Registered Nurse

**REPORTS TO:** Deputy Chief Nursing Officer

**EDUCATION & EXPERIENCE:** Bachelor's or Associate degree and RN 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 CMA/LVN staff as needed and overall nursing operations of their healthcare area/sites.

#### 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 using RN scope of practice.
- Serve on committees and attend leadership meetings.
- Attend DCNO meetings Ad Hoc.
- Comply with all regulations, including but not limited to those related to confidentiality of Protected Health Information.
- Monitor budget per DCNO direction.
- Administer medications, assessing effects and documenting patient records.
- Provide education to patient in disease processes, intervention, and treatment implementation.
- Assist Population Health Department with management of Nursing Care Managers.
- Schedule daily nursing coverage for their staff and sites of responsibility.
- Complete timecards and time off approvals & denials.
- Complete coaching & corrective action with the guidance/approval of the DCNO.
- Assist with the completion of performance reviews for their staff.
- Responsible for medical equipment tasks including, reporting issues, reporting maintenance expirations, and notifying DCNO of added new equipment.
- Assume responsibility for the emergent care of all patients until the arrival of the clinician, implementing emergency procedures as appropriate.
- Responsible for all department/site QA, monitoring and assigning monthly staff QA assignments and holding staff accountable.
- Familiarity with all updated information on present and new vaccines
- Assist with interviewing, selection, and orientation of all WFM nursing personnel.
- Comply with OSHA and CMS regulatory compliance rules and regulations both state and federal.
- Responsible for Nursing Regulatory Compliance.

- Complete quarterly staff 1:1 meetings and chart audits.
- Keep up huddle boards.
- Complete AIDET observations
- Assist with and present topics at monthly staff meetings.
- Monitor EPIC in baskets, myCharts, RX refills, referrals, and prior authorizations.
- Serve on committees and attend leadership meetings.

**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

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Supervisor

\_\_\_\_\_  
Date