
SUBJECT: MT. GRANT GENERAL HOSPITAL JOB DESCRIPTION
DEPARTMENT: LEFA L. SERAN SKILLED NURSING/MEDICAL SURGICAL
TITLE: ASSISTANT DIRECTOR OF NURSING ACUTE
REVISION DATE: 10/1/2016

DEFINITION:

Under the direction of the Director of Nursing, the Assistant DON is responsible for maintaining standards of care in the facility. The Assistant DON assists the Director of Nursing Participates as a member of the hospital's management team in planning, policy formulation, and administrative decision making with particular reference to the role, functions, and operations of the hospital's nursing services and infection control.

EXAMPLES OF DUTIES:

The duties listed below are examples of work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are **least** likely to be essential functions of this position.

1. Meets with Director of Nursing Service regularly to discuss policies and procedures, rules and regulations, standards, etc., staffing, department objectives and philosophy, problems in patient care and personnel management, grievances, etc.
2. Keeps DON informed of nursing activities, needs and problems on all shifts.
3. Acts as DON in the DON's absence.
4. Meets with charge nurses concerning staffing of nursing unit, patient care planning, maintenance of supplies and equipment, problem solving, direct teaching of personnel.
5. Makes daily clinical rounds and reports to the DON when needed.
6. Maintains all standards established by accrediting agencies, and participates in the upgrading of standards by involvement in the planning of constructive change.
7. Assists in establishing nursing policies, implements and administers nursing policies and assures required standards in unit.
8. Comply with standards established by Quality Assurance Program.
9. Adheres to all Policies and Procedures of Mt. Grant General Hospital.
10. Updating and maintaining nursing procedure manual.
11. Is responsible to assure accurate record taking and maintenance.
12. Cooperates with other members of nursing administration in planning and organizing department functions and activities, establishing policy, achieving department objectives, maintaining department philosophy, problem solving, institution of new systems, and other such matters.
13. Orients and instructs new personnel.
14. Schedules hours and assignments.
15. Evaluates overall work performance, handling of emergencies, and attitude and moral of unit staff.
16. Assists charge nurses in planning and organization staffing, providing adequate supplies and equipment, improving nursing care, solving problems, handling emergencies.
17. May interview prospective employees and recommend hiring.
18. Communicates problems of medical care through appropriate channels.
19. Handles emergency "on-the-spot" problems and observes the attitudes and morale of the staff.
20. Investigating complaints of patients, nursing staff, and medical staff with DON takes appropriate action. Follows up to assure that complaints have been handled satisfactorily.
21. Handles problems of visitor concerns.
22. Participates in care of the patient when needed or scheduled.
23. Provides coverage on floor as charge nurse as needed.
24. Perform other related duties as assigned.

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QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Ability:

Knowledge of

- significant technical experience and demonstrated leadership/management skills;
- application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation;
- universal precautions and infection control techniques and procedures;
- medical terminology sufficient to understand a doctor's orders;
- the documentation process;
- uses and effects of medications used in nursing;
- the operation and use of medical equipment in the practice setting;
- nutrition and personal hygiene as applied to patient care;
- human growth and development;
- routine laboratory tests and diagnostic procedures;
- regulatory requirements.

Ability to

- interview patients to elicit a health history, symptoms and/or complaints;
- clinically assess the basic health status of a residents;
- prepare and maintain medical records, charts and reports;
- follow detailed oral and written instructions;
- provide health education to individuals and families;
- resuscitation to include trauma, cardiac and medical non-cardiac;
- provide emergency medical treatment as required;
- establish and maintain cooperative working relationships with supervisors, staff, patients and families; and respond to and resolve patient care issues;
- comply with hospital and safety policies and procedures;
- comply with Patient Bill of Rights and Employee responsibilities;
- work overtime, adjust to changes in days off and shifts on occasion if necessary;
- be flexible and able to work in an environment that has frequent and multiple interruptions, which is stressful at times;
- provide genuine caring for and interest people

Experience and Training:

Any combination in training, education, and experience that would provide the knowledge and abilities. A typical way to gain the required knowledge and ability is:

Possess and maintain a current RN license in the State of Nevada AND
Maintain current certification in BCLS, ACLS preferred AND
Maintain current certification in CPR AND
Participate in annual mandatory training AND
Able to multitask and perform varied tasks throughout the day.
Experience with supervision and Acute care preferred.

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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Moderate lifting (up to 50 pounds) may be periodically required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Work environment is generally clean and comfortable. Lighting conditions are typically good. Frequent interruptions to planned work activities occur. Changes in days off and shifts are possible and incumbent will be required to be available on short notice. Exposure to infectious diseases and bodily fluids is common. It is common to engage with family members of residents during emotionally difficult periods of time.

FLSA Status: Non-Exempt

LIMITATIONS/DISCLAIMER:

1. The above job description is meant to describe the general nature and level of work being performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.
2. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
2. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor in compliance with federal and state laws.
3. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the requirements and qualifications of the position of Assistant Director of Nursing and to the best of my knowledge believe I can perform these duties as described with or without accommodation.

Signature

Date