

## **DIRECTOR OF NURSING**

### **Position Summary**

Under the direction of the building Executive Director, the Director of Nursing (DON) is responsible and accountable for the administrative direction of nursing services provided in a nursing care building on the Wisconsin Veterans Home at King (WVHK) campus. As a member of the senior management team, the DON is responsible for the development, implementation and evaluation of policies and procedures, to ensure consistency of nursing care protocols and systems; development of staffing plans; documentation of member care; and integration of nursing policies and procedures with other clinical disciplines to implement a multidisciplinary care approach. The DON assesses and allocates nursing staff systems and resources, and monitors compliance with federal, state, Wisconsin Department of Veterans Affairs (WDVA), and Veterans Administration (VA) regulations. The incumbent provides leadership and supervision to Nursing Supervisors on all shifts, the Nursing Ancillary Services section, and the Electronic Health Record/Minimum Data Set (EHR/MDS) section, and ensures quality care is provided on a 24-hour-per-day, 7-day-per-week basis.

### **Time%    Goals and Worker Activities**

#### **55% A.    Management and Direction of Nursing Services**

- A1. Develop and implement program objectives and standards, services and policies for the Bureau of Nursing Services.
- A2. Assess existing systems and protocols utilized by WVHK nursing staff for provision of care consistency, effective resource allocation, and best practices.
- A3. Develop and implement campus-wide nursing services quality-improvement plans.
- A4. Oversee updating of all systems used in providing and documenting member care and in providing management information.
- A5. Develop, implement and monitor annual budget for personnel, equipment, maintenance/repairs, and capital (i.e. buildings/grounds) requests.
- A6. Develop, implement and manage cost-effective systems for inventory and delivery of equipment and medical supplies.
- A7. Monitor compliance with federal, state, WDVA, and VA regulations, and develop corrective plans when necessary.
- A8. Cooperate with other services and facilities to ensure quality member care, increase positive outcomes and decrease re-hospitalizations.
- A9. Assess assigned building's nursing systems, operations and protocols for consistency with overall bureau and institutional quality of care standards and goals.
- A10. Monitor EHR/MDS work product to ensure maximum reimbursement

#### **35% B.    Supervision and Direction of Nursing Staff**

- B1. Perform supervisory functions (e.g., hire, transfer, promote, discharge, discipline and grievance adjustment, etc.).
- B2. Direct and assess the development of master staffing plans and schedules, as well as creation of a long-range staffing plan.
- B3. Direct the implementation of objectives, standards and policies by nursing supervisors.

- B4. Define individual performance and institutional nursing staff goals, assess achievement and enforce employee evaluation procedure.
- B5. Review applicable hiring selection processes to assure fairness and equal opportunity for all applicants.
- B6. Oversee nursing in-service training programs, including new nursing staff orientation, infection control education, and quality assurance/performance improvement programs.
- B7. Facilitate communication within the Nursing Services Section and between the nursing staff and other bureaus to achieve WVHK care and performance goals.
- B8. Review all disciplinary actions, resignations and dismissals for compliance with appropriate standards and rules.

**10% C. Participation as a Member of the WVHK and Nursing Services Management Team**

- C1. Serve on, participate in, facilitate and/or lead WVHK administrative, supervisory, committee, or ad hoc team meetings as designated.
- C2. Serve as duty officer of the Home on a rotating basis after normal business hours, weekends and holidays.
- C3. Consult with WVHK management and medical leadership to establish best practice standards of care.
- C4. Perform other duties as assigned to meet the goals of the Bureau and WVHK.

**Special Requirement**

Incumbent must be licensed as a registered nurse in the State of Wisconsin.

This position will work weekends, holidays, and extra hours or shifts, as needed.

**Environmental Conditions**

Conditions are those normally found in a long-term care facility. There is exposure to cigarette smoke.

## **Knowledge, Skills and Abilities**

1. knowledge of the principles and practices of nursing administration
2. knowledge of the principles and practices of program planning and assessment
3. knowledge of the principles and practices of personnel management and supervision
4. knowledge of general nursing and geriatric theory, standards, techniques and practices
5. knowledge of anatomy, physiology, pharmacology and nutrition
6. knowledge of state and federal regulations related to nursing services (e.g., Nurse Practice Act) and skilled nursing facilities
7. knowledge of quality assurance and performance improvement principles and practices
8. skill in organization
9. skill in verbal and written communication
10. ability to analyze information
11. skill in developing, implementing and managing complex budgets
12. knowledge of regulations, standards and practices related to patient rights and privacy, including the Health Insurance Portability and Accountability Act (HIPAA)
13. skill in use of computers, including Microsoft Office Suite or similar applications, web browsers, electronic charting systems, and reporting and communications programs
14. knowledge of best clinical and administrative practices in skilled nursing, long-term care and multi-disciplinary care
15. knowledge of State of Wisconsin, WDVA, and WVHK human resources policies and procedures, including Affirmative Action and Civil Rights Compliance requirements
16. skill in planning, assigning, supervising and evaluating the work of staff
17. skill in team building
18. knowledge of Minimum Data Set, Medicare and Medicaid reporting requirements
19. ability to establish and maintain working relationships
20. skill in patient charting
21. knowledge of state and federal survey processes
22. skill in resolving problems
23. ability to discern emergency situations and follow appropriate member-care protocols
24. knowledge of safety and infection control principles and practices
25. ability to meet performance expectations as outlined in the annual review process and/or strategic initiatives