

## **ASSOCIATE DIRECTOR OF CLINICAL CARE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and administrative work involving responsible charge of nursing activities in a nursing home. The incumbent has responsibility for the total nursing care of all residents in the nursing home in the absence of the Deputy Nursing Home Administrator for Health Services. Employees in this class assist in developing and maintaining nursing objectives, nursing procedures, manuals and standards of nursing practices for each level of nursing personnel. General instructions are received from the Deputy Nursing Home Administrator for Health Services, permitting wide leeway in organizing and administering work of subordinates. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews and maintains accident/incident reports including follow up and mandated New York State Department of Health reporting as indicated in collaboration with the Deputy Nursing Home Administrator for Health Services OR Deputy Nursing Home Administrator for Administration Services;

Has responsibility for the supervision of staffing department including but not limited to scheduled time for RNs, LPNs, ancillary nurses, CNAs and unit helpers;

Maintains rotation schedules of clinical care coordinators, ancillary nurses and approval of valid time off;

Monitors cost effectiveness of nursing department staffing which includes monitoring overtime usage;

Assures proper training and supervision of all nursing personnel;

Attends meetings as directed and reports on pertinent information to the Assistant Administrator for Clinical Care Services and Nursing Home Administrator;

Meets with the Medical Director, attending physicians or professional committees when necessary;

Counsels staff in areas such as performance, discipline and professional development;

Makes regular rounds of nursing home to ensure that nursing care plans are being observed and patients are receiving quality nursing care;

Assures standards of nursing care by enforcing adherence to nursing policies and procedures;

Audits records of residents care as necessary;

Assists in review and evaluation of budget requests against current and projected needs of Nursing Services;

Interviews applicants (licensed) and recommends appointments of staff personnel, outlining their duties, scope of authority and responsibilities;

Encourages residents to take part in all social and recreational

programs;  
Prepares a variety of records and reports related to the nursing service;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles and practices of professional nursing;  
Thorough knowledge of modern principles and practices of nursing administration;  
Ability to plan and supervise the work of others;  
Ability to orient nursing care personnel and conduct in service educational programs for all nursing personnel; Ability to understand, follow and transmit technical oral and written instructions;  
Ability to perform multiple tasks simultaneously;  
Ability to secure the cooperation of others;  
Ability to demonstrate leadership;  
Interests and ability to work in gerontological setting;  
Emotional stability;  
Good observation and assessment skills and mental alertness;  
Empathy towards the geriatric resident.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in nursing and two (2) years of professional, supervisory nursing in a hospital, nursing home or related health facility; OR
- B) Completion of a course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse and four (4) years of experience as defined above; OR
- C) An equivalent combination of training and experience as indicated by the limits of A) and B) above.

SPECIAL REQUIREMENTS: Possession of a license as a Registered Professional Nurse issued by the State of New York is required at time of appointment and must be maintained while serving in this title.