

NURSING DIRECTOR 1**Nature of Work**

Under administrative direction, performs administrative work at the full-performance level, directing nursing services in a hospital nursing department or in a public health nursing program in a mid-sized county health department which offers a variety of services. Plans, organizes and directs all nursing activities and is responsible for the quality of nursing care delivered in the hospital or county health department. Work is reviewed by a hospital administrator or county health director for compliance with policies, standards, procedures, and for results obtained in meeting program objectives and nursing service goals. Performs related work as required.

Distinguishing Characteristics

A position at this level is distinguished by the management of professional staff through subordinate supervisors. The incumbent may be the "nurse administrator" of a local health department or a moderately populous area or may oversee the staff of a public health program for a large county health organization. At a small to mid-sized hospital which is typically a long-term care facility, the nursing director is classified at this level. A nursing director does not provide direct patient care as a general rule.

Examples of Work

- Plans and directs the work of nursing staff; assures an adequate level of nursing care; develops staffing patterns. Develops policies, sets standards and plans objectives for the nursing department or public health nursing program in accordance with established policies.
- Makes long-range plans and regularly reviews activities, problems and functions of nursing services being delivered.
- Provides staff development including orientation, in-service training, workshops, formal and informal on-the-job training, and continuing education for all levels of nursing staff.
- Conducts conferences with nursing supervisors to interpret hospital or public health policies and to communicate changes in regulations and procedures; formulates, reviews and revises nursing policies and procedures, discusses problems and develops solutions.
- Reviews records and performance of staff for evaluation of compliance with standards, policies, procedures, and objectives.

Represents the department of nursing at meetings of hospital administrative staff or public health administrative staff in the planning of overall program goals and policies.
Recruits and interviews nursing applicants; authorizes personnel actions for the nursing staff.
Determines needs of nursing department or public health program for personnel, supplies and equipment; works with the budget officer in developing annual budget requests; administers expenditure of allocated funds.
Oversees the collection of data for statistical records.

Knowledge, Skills and Abilities

Knowledge of the administration and organization of nursing services.
Knowledge of professional nursing theory, procedures, and techniques.
Knowledge of state and federal laws and regulations governing the practice of nursing and the provision of health care to clients.
Skill to plan, organize, manage and evaluate the delivery of a variety of nursing services.
Ability to interpret policy to nursing personnel.
Ability to handle sensitive situations and emergencies, and to develop guidelines for code situations.
Ability to work effectively with a wide range of health professionals and ancillary personnel.
Ability to present ideas effectively, orally, graphically, and in writing.
Ability to perform routine mathematical calculations for budget and payroll purposes.

Minimum Qualifications

TRAINING Successful completion of an associate degree in nursing from an accredited college or university or a diploma nursing program and seven years of full-time or equivalent part-time paid experience as a registered professional nurse, including three years in an administrative capacity or in supervising other registered professional nurses.

OR

Baccalaureate degree in nursing from an accredited four-year college or university and four years of full-time or equivalent part-time paid experience as a registered professional nurse, including two years in an administrative capacity or in supervising other registered professional nurses.

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NURSING DIRECTOR 1 (CONT'D)

Minimum Qualifications (cont'd)

OR

Master's degree in nursing or nursing administration or in public health or public health administration from an accredited four-year college or university and three years of full-time or equivalent part-time paid experience as a registered professional nurse, including one year in an administrative capacity or in supervising other registered professional nurses.

OR

Baccalaureate degree in the health sciences or behavioral sciences from an accredited four-year college or university and five years of full-time or equivalent part-time paid experience as a registered professional nurse, including one year in an administrative capacity or in supervising other registered professional nurses.

SPECIAL REQUIREMENT Current West Virginia license or temporary permit to practice as a registered professional nurse.

Established: 7/16/92
Effective: 8/16/92