

ASSISTANT DIRECTOR FOR NURSING SERVICES/PATIENT CARE 143-A

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, directing and supervising over-all institutional or agency activities as they apply to nursing services. The work is performed under administrative direction of the facility administrator with wide leeway allowed for exercise of independent judgment. Supervision and direction is exercised over all nursing services personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Directs all phases of the nursing service to ensure complete and competent nursing care for patients;

Coordinates the nursing service with other activities of the facility;

Confers with facility administrator and other administrative and professional personnel to assist in establishing and reviewing policies, programs and procedures;

Makes contracts as necessary with nurses, physicians, patients and relatives of patients regarding the care of patients and related activities;

Conducts conferences with nurses to plan, interpret and review policies, programs and procedures;

Evaluates the quality and quantity of the nursing services rendered in the institution;

Recommends physical facilities, equipment and supplies needed to carry on the nursing service;

Plans, directs and participates in the in-service training program, including orientation of new nursing personnel and continuing staff development;

Assists in the preparation and control of the nursing service budget;

Keeps abreast of new developments in medical science and nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed;

Conducts pre-employment and terminating interviews with nursing service personnel; and

Conducts correspondence, keeps records and submits a variety of reports related to the nursing service.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; thorough knowledge of modern principles and practices of nursing administration; thorough knowledge of institution business management practices relating to nursing service; ability to supervise the administration of therapeutic measures prescribed; ability to secure the cooperation of others; good organizing ability; demonstrated ability to supervise the work of others; mental alertness; cheerfulness; patience; firmness; emotional stability; sympathetic attitude toward the sick; and good address.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Nursing and six (6) years of progressively responsible experience in professional nursing activities, three (3) years of which shall have been in a supervisory position; or
- (B) Graduation from an approved three (3) year school of professional nursing and seven (7) years of progressively responsible experience in professional nursing activities, three (3) years of which shall have been in a supervisory position; or

- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Nursing and eight (8) years of progressively responsible experience in professional nursing activities, three (3) years of which shall have been in a supervisory position; or
- (D) An equivalent combination of training and experience as indicated in A, B, and C.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at time of appointment.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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