

## POSITION DESCRIPTION

**JOB DESCRIPTION: DIRECTOR OF NURSING**

**FLSA: Exempt**

### **GENERAL SUMMARY**

The Director of Nursing manages the tasks and services for which the Office of Director of Nursing is responsible including providing leadership in the delivery of safe, effective, high quality and cost-effective health care services for the Sisters of St. Francis. Gives witness to the Franciscan values of reconciliation, peace and justice, responsible stewardship and respect for the individual.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provide effective leadership, coaching and management for Co-workers that ensures seamless delivery of care and manages the medical care needs of the Sisters in St. Clare Hall.
2. Provide for and assist with the medical care of all Sisters. This will include those residing at the Motherhouse and those who live away on an as needed basis.
3. Conduct regular rounds in St. Clare Hall to assure proper care of Sisters by nursing staff and follow up with nursing staff, specifically the Nurse Coordinators.
4. Accompany Sisters to doctor's appointments on a limited as needed basis.
5. Oversee and direct the general operation of St. Clare Hall.
6. Accompany Sisters to the hospital and/or be available via phone to assist with medical decisions. Will also visit Sisters who are inpatient at the hospital to follow up with medical care when possible.
7. Develop, maintain and implement nursing policies and procedures that will provide the best care for the Sisters while maintaining a home like atmosphere that allows for the Sisters to keep their independence as long as possible.
8. Assume responsibility for safety procedures and fire drills with the assistance of the Safety Committee. Will also ensure all nursing Co-workers and Sisters in St. Clare Hall understand and follow established safety procedures.
9. Ensure the proper protocols are followed after the death of a Sister.
10. Establish, implement and audit department procedures in accordance with administrative policies including chart review and plans for changes to a Sisters Care plan.
11. Conduct continual improvement initiatives for more efficient operation of St. Clare Hall.
12. Develop cross training among nursing staff to ensure total coverage of every position.
13. Make periodic reports on the condition of patients to the Council, Motherhouse Minister and person on call.
14. Create and implement continuing education programs around issues in gerontology and other pertinent topics to encourage staff development. Ensure proper training is provided for conditions requiring specialized care.
15. Prepare and submit an annual budget for operational needs and supplies and create and implement a plan for monitoring and tracking expenses monthly.

16. Assign rooms, with the help of the head nurse, according to the type of nursing care needed and the nature of the illness of the Sister.
17. Hire nursing staff and oversee orientation and training programs of new nursing staff.
18. Supervise nursing staff in St. Clare Hall and complete annual performance appraisals with the assistance of the Nurse Coordinators. This includes proactive development of positive employee relations and recognition programs that promote team work, mutual respect and effective communication.
19. Provide a professional work environment for Co-workers that follows all guidelines set forth in the handbook.
20. Conduct staff meetings at regular intervals and follow up on any concerns or issues discussed during these meetings.

*The preceding list of essential functions is not exhaustive and may be supplemented.*

## **BACKGROUND**

1. Evidence of effective leadership, management and coaching abilities.
2. Possess strong organizational and time management skills and the ability to prioritize responsibilities.
3. Demonstrated interest and success in mentoring and developing new nursing and clinical leaders.
4. Possess a strong sense of personal accountability and initiative.
5. Demonstrated experience leading measurable improvements in the quality of care.
6. Excellent communication and presentation skills.
7. Experience with gerontological healthcare a plus.

## **REQUIREMENTS/EXPECTATIONS**

1. Education: Preferred - Bachelor's Degree in Nursing from an ACEN/CCNE accredited school. Associate Degree in Nursing will be considered with experience.
2. Licensure/Certification: Indiana RN license required.
3. Experience: Minimum of 6 years RN experience with at least 2 years of management experience.

## **WORKING CONDITIONS**

Forty hours per week with ON CALL duties and flexibility in hours and days worked.

## **ACCOUNTABILITY**

The Director of Nursing is directly responsible to the Director of Campus Services.

**SIGNATURES**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

\_\_\_\_\_  
Director of Nursing

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Campus Services

\_\_\_\_\_  
Date