



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	850-1400-001	Last Revised:	06/14/2013
Position Title:	Director of Nursing	Department:	Nursing Services-Tsali Care Center
Reports to:	Director of Tsali Care Center	Division:	Public Health & Human Services

Primary Function: Responsible for supervising and coordinating quality improvement activities for Tsali care Center patients in accordance with physician's orders and in compliance with agency policy and government regulations. Provides direct supervision of nursing staff.

- Job Duties and Responsibilities:**
- Assume responsibility for the development of nursing service objectives and performance standards of nursing practice for each category of nursing personnel
 - Assume accountability for the development, organization and implementation of approved policies and procedures
 - Direct, evaluate, and supervise all resident care and initiate corrective action as necessary
 - Assess resident care needs and assist in the development of individualized plans of resident care
 - Assume responsibility for development and implementation of Clinical and Prospective Payment
 - System Minimum data Set completion schedule
 - Assess resident preadmission and/or admission information and determine appropriate level of care
 - Assume responsibility for the development and implementation of nursing rehabilitation and restorative programs
 - Analyze Quality Indicator reports, identify concerns and implement corrective action to improve resident care
 - Assume responsibility for analysis of incident and accident investigation reports to determine cause(s) and implement corrective action(s), when appropriate
 - Assess residents need and make recommendations for special rehabilitation
 - Evaluate residents care as related to individualized resident needs, family involvement and the physician's plan of care for resident
 - Conduct or participate in resident care conferences
 - Assess resident responses to medication and treatments and make appropriate recommendations for nursing action to be implemented
 - Report problems to Administrator conduct daily resident rounds and initiate corrective action as necessary
 - Identify safety hazards and initiate corrective action Direct implementation of "Resident Bill of Rights"
 - Direct and implement nursing service educational programs including, but not limited to, orientation and in-service for licensed and unlicensed nursing personnel
 - Conduct safety meetings with all shifts for purposes of planning coordinating, and implementing nursing service policies and procedures
 - Demonstrate consistent management of nursing service problems, emergency situations, and initiate "life-saving" measures in the absence of a physician
 - Assume responsibility for nursing service compliance with federal, state, and local regulations Participate in the planning and implementation of the nursing service budget

- Handles the hiring, scheduling, employee performance reviews and disciplinary measures of nursing staff

Education

/Experience:

- Graduated from an accredited School of Nursing required.
- Currently licensed as a Registered Nurse in North Carolina required.
- Bachelor's Degree or Associate's Degree with 4yrs of experience as an RN required.
- Must have current CPR certification.
- Minimum one year of medical/surgical experience as an RN required.
- Minimum one year supervisory experience as Registered Nurse required.
- Nine to twelve months would be necessary to become proficient in most phases of the position.

Job Knowledge:

Must have a thorough knowledge of the policies, procedures, and guidelines of EBCI Health Delivery and Cherokee Tsali Care Center, standard nursing practices, applicable OSHA mandates, and related regulatory controls. Knowledge regarding public health nursing with expertise in clinical/coverage issues required. Must have an understanding of the EBCI culture, lifestyles, and risk factors. Nine to twelve months would be necessary to become proficient in most phases of this position. Must be familiar with the federal, state, and EBCI regulations regarding senior citizens and public nursing.

Contact with Others:

Has frequent contacts with patients, families, coworkers, and other healthcare professionals where tact, courtesy, and diplomacy are required to maintain positive relationships. Requires good communication skills, both verbal and written. Requires sensitivity to others while dealing with patients and their families who may be under stress while dealing with issues of death or poor health. Purpose of contacts is to exchange information, offer instruction, and work together to meet Tsali Care's goals for patients and staff.

Confidential Data:

Must adhere to all tribal guidelines, EBCI policies and procedures for working with confidential data. An above average degree of discretion is required while handling patient and related medical information. Must be able to maintain confidentiality of resident and facility information.

Mental /Visual /Physical Effort:

Job duties can be mentally/emotionally stressful at times. Ability to deal effectively with stress. Close mental concentration and attention to detail are required for most duties. Physical activities require the ability to walk, sit, reach, extensive bending, and some heavy lifting while assisting patients to walk, turn, change positions, or in transferring patients. Must have visual acuity, manual dexterity, and the ability to speak and hear.

Environment:

Works in a nursing home, where there is possible exposure to biohazards, disease, and varied illnesses which require strict adherence to OSHA guidelines and protocol for aseptic technique. In need of accomplishing specified paperwork regarding the performance of job duties, will be in a private office environment.

Responsibility for Accuracy:

Requires a high degree of accuracy in reporting health abnormalities to the patient's primary RN, and in the documentation of services provided. Undetected errors could have minimal or life threatening results. Government regulations and third party payers require submitting of accurate patient information to allow for appropriate reimbursement for patient visits. The submission of false or inaccurate information would place the agency at risk for fraudulent claims, resulting in loss of agency certification, and the nursing assistant's certification would be in jeopardy.