



**ELMBROOK  
MANAGEMENT COMPANY**

**1908 12TH AVENUE NW, SUITE E ARDMORE, OKLAHOMA 73401  
(580) 226-3055 WWW.ELMBROOKHOMES.COM**

## **JOB DESCRIPTION**

### **DIRECTOR OF NURSING SERVICES**

The Director of Nursing Services (DON) is a registered nurse who works full time and has the authority and responsibility for taking all reasonable steps to ensure optimal quality of care is delivered to the residents. Additionally, the DON shares a large responsibility toward creating and sustaining an environment that humanizes and individualizes each resident. Elmbrook Management is committed to providing care that recognizes each resident's physical, emotional and spiritual needs beyond traditional nursing procedures and protocols. Although an interdisciplinary effort is required to achieve a successful integration of quality of life procedures into quality of care procedures, the DON must enthusiastically embrace this philosophy before a resident's life can be fully enhanced. In cooperation with the Administrator and Elmbrook Management's corporate staff, the DON has administrative authority oversight, responsibility and accountability for functions and activities of the nursing staff while appropriately integrating these activities with all other departments in the facility that contribute to resident care. The DON must perform all of the duties and responsibilities outlined below using available resources to effectively assist residents to attain or maintain the highest practicable physical, mental and psychosocial well-being possible for each resident. The DON reports directly to the Administrator.

### **Job Summary:**

In conjunction with the Medical Director, the DON ensures that resident care objectives are established and met and the standards, policies, and procedures of the Department of Nursing Services are consistent with the standards, policies and procedures of Elmbrook Management, current standards of care and practice. The DON's job is multifaceted to promote and include a focus on resident's quality of life issues while ensuring optimal quality of care is delivered to each resident.

### **Physical Requirements:**

This job demands good physical and mental health. The DON may be required to lift, carry, turn or assist high-risk residents and be willing and able to work a flexible work schedule. The DON must be able to sit, stand, bend and move intermittently during work hours.

### **Qualifications/Education:**

The DON must be licensed as a Registered Nurse in the State of Oklahoma and must remain in good standing with the Oklahoma Board of Nursing. The DON must maintain his/her nursing license in current status and provide evidence of renewal as required by Elmbrook Management's policies and procedures. Two years prior experience in direct resident care is preferred.

This employee must possess comprehensive knowledge of good nursing practice and its application to the aged, chronically ill and convalescent resident and must possess skill in leadership ability. The DON should have a general knowledge of the Medicare/Medicaid program and have knowledge of

current federal and state rules and regulations for skilled (SNF) and nursing (NF) facilities, including OSHA's Bloodborne Pathogen Standards and Elmbrook Management's Exposure Control Plan. The DON must work to familiarize him/herself with Elmbrook Management's policies and procedures and ensure that these policies and procedures are carried out in all aspects of their responsibilities. The DON must understand and value quality of life issues for residents and promote alternatives to residents' care that are designed to increase or maintain the residents' quality of life.

**Duties:**

1. In conjunction with the Medical Director, ensures that resident care objectives are established and met and that the standards, policies and procedures of the Department of Nursing Services are consistent with the standards, policies and procedures of Elmbrook Management, and our current standards of care and practice.
2. Embraces Elmbrook Management's philosophy to render care in a manner and in an environment that promotes maintenance or enhancement of each resident's clinical status and quality of life.
3. Plans and organizes systems of care, objectives, policies, procedures, staffing patterns and staff development based on the needs of the residents within the framework of the established budget.
4. Interprets and maintains standards of nursing care and nursing practice.
5. Encourages, teaches and motivates staff to perform resident care functions in ways designed to promote and increase the resident's overall quality of life.
6. Meets regularly with the Medical Director and Administrator to address quality of care or quality of life issues for residents.
7. Conducts daily rounds to evaluate care and offers suggestions or direction to nursing staff that are intended to assist residents to attain or maintain the highest practicable physical, mental and psychosocial well-being possible for them.
8. Appropriately utilizes supplies and equipment and monitors nursing staff for safe and effective use
9. Hires, disciplines, and terminates nursing personnel as appropriate in accordance with established policies and procedures of Elmbrook Management.
10. Provides direction to nursing staff through written standards, policies and procedures, meetings and memos.
11. Ensures appropriate in-service education programs are conducted for nursing personnel as determined by resident needs and as required by state/federal regulations.
12. Performs annual written job performance evaluations on all nursing staff members.
13. Ensures that personnel are assigned responsibilities consistent with their education, experience and ability.
14. Reviews medical records for compliance with regulations, standards of practice and care and appropriateness of information.
15. Supports, assists and evaluates staff nurses in the management of their units.
16. Assesses new and acutely ill residents and determines the need for medical care, hospitalization or specialty nursing care interventions.
17. Establishes systems by which procedures are carried out and evaluates the effectiveness of the system and/or the need to revise the system to promote a higher quality of care/quality of life for residents. Documents in the Quality Assurance Program of the facility according to policies and procedures of Elmbrook Management.
18. Establishes and alters staffing patterns within the framework of the established budget based on the needs of residents.

19. Evaluates policies, procedures, objectives, staffing patterns, personnel, budgetary concerns, committee work, and training programs/resources for the nursing department.
20. Plans, enforces and prepares nursing department for state/federal survey process. Maintains systems, policies and procedures of nursing department for compliance with state/federal regulations.
21. Reviews and considers recommendations from professionals including but not limited to, Registered Dietician, Registered Pharmacist, Corporate Consultants, etc. and implements corrective actions as indicated.
22. Monitors and enforces systems/procedures designed to provide security and safety for residents and staff.
23. Ensures that adequate procedures and supplies are available in case of emergency. Monitors staff response to emergencies and provides instruction or direction to ensure the actions of staff during emergencies meet current standards of practice and care.
24. Performs other duties as reasonably assigned by the Administrator.