



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 3022

DIRECTOR OF HEALTH AND NURSING SERVICES- NDVH
GRADE N

SCOPE OF WORK:

Direct the activities of the Health Services functions of the North Dakota Veteran's Home in providing for the delivery of health services to all residents. Serve as director of basic and skilled nursing services and also direct the activities for a number of support functions.

DUTIES PERFORMED:

- Provide administrative supervision and direction to all health service disciplines including physical therapy, pharmacy services, medical record administration, and patient activity services.
- Develop, coordinate, and implement procedures and standards for performing and evaluating services provided by Health Services functions.
- Assure appropriate interpretation and implementation of State and Federal requirements in providing services to Veteran's Home patients.
- Establish and implement policies, procedures, goals and objectives, and standards of practice for nursing services provided by the Veteran's Home.
- Perform personnel management duties involving the utilization, evaluation, training, and discipline of staff.
- Prepare and administer the nursing services budget and oversee the preparation and administration of the budget for all Health Services functions.
- Participate in and serve as a member of the Veteran's Home Quality Assurance Management Team.
- Serve as Chairperson of the Pharmacy, Therapeutic, and Infection Control committee.
- Coordinate service activities of the medical director.
- Represent the Health Services functions to outside agencies by involvement in meetings, conferences, committees, and public activities.
- Participate as a member of the Care Team in conducting screening of new residents and determining medical needs and the ability of the Veteran's Home to provide services.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in nursing, eligibility for licensure as a Registered Nurse by the North Dakota State Board of Nursing, and three years administrative or management experience in providing nursing or health care services.

Eff. Date: 08/93

Rev: 12/96 – Rewritten in current format

Rev: 07/12 – Conversion to Hay System