



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 3030

Phone: (701) 328-3290

DIRECTOR OF NURSING - NORTH DAKOTA STATE HOSPITAL
GRADE R

SCOPE OF WORK:

Work involves responsibility for planning, directing, implementing, and enhancing of patient services at the North Dakota State Hospital (NDSH), including management of the nursing department, infection control, dietitians, ward housekeepers, central services, and nursing staff development.

DUTIES PERFORMED:

- Develop, interpret, approve, and implement standards, policies, and procedures for the assessment, monitoring, and evaluation of nursing care delivery.
- Implement and monitor standards in conjunction with all nursing staff.
- Coordinate and manage all personnel functions for assigned staff.
- Define the philosophy of nursing care for the hospital.
- Establish and maintain the organizational plans for providing nursing care to patients.
- Identify and prioritize improvement opportunities within the nursing department.
- Develop, monitor, and maintain the departmental budget.
- Prepare and present regular reports concerning nursing care and issues relating to nursing care.
- Participate in strategic planning that affects assigned disciplines as well as in executive-level decision making for NDSH.
- Communicate nursing components of NDSH to accrediting bodies, the legislature, community groups, and other interested entities; promote community public relations by serving on advisory committees and participating in outside organizations; assign responsibilities to personnel for participation in public relations programs.
- Coordinate nursing student practicums with higher education representatives.
- Provide leadership and direction to all assigned departments.
- Identify staff training requirements; promote and document professional development and growth.

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

MINIMUM QUALIFICATIONS:

Requires a master's degree in nursing, health care administration or management, or another closely related field, and three years of clinical psychiatric nursing and five years of senior level work in either health care management or administration. Must be licensed or eligible for licensure as a Registered Nurse in North Dakota.

Eff. Date: 04/90

Rev: 03/96 - Deleted old class of Unit Director of Nursing – NDSH and replaced it with the new class of Director of Nursing - NDSH to more accurately reflect new duties and responsibilities; changed pay grade

Rev: 06/01 - Updated grade and duties

Rev: 07/12 – Conversion to Hay System