

## DEPUTY DIRECTOR OF NURSING - NURSING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position provides daily operational administration for nursing and other patient care areas at Westchester Medical Center. The incumbent supervises, coordinates, implements and directs ongoing administrative aspects of assigned service lines. An incumbent recommends to the Assistant Vice President of Patient Care Services those areas of clinical practice and administration requiring evaluation and change and implements nursing and other patient care programs. In the absence of the Assistant Vice President of Patient Care Services, incumbents are responsible for the administration of these service lines. This position differs from the Assistant Vice President of Patient Care Services in that the area of responsibility of the Deputy Director of Nursing-Nursing Services is smaller in scope. Supervision is exercised over a large number of nursing, professional, clerical, and ancillary personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises, coordinates, implements and directs the ongoing administrative aspects of assigned nursing and patient care areas at Westchester Medical Center;

Participates in evaluation of nursing and clinical practice through peer review;

Assists in the establishment of institutional standards of practice for all aspects of nursing and other patient care services in cooperation with established professional standards of practice;

Establishes qualifications of all levels of staff in conjunction with the Vice President Hospital Nursing Service and Education;

Coordinates the implementation of nursing policies and procedures by conducting staff conferences and through directives, as needed;

Assists in the development of education programs for all staff;

Provides for periodic review of staff by participating in individual evaluation conferences;

Participates in labor-management conferences;

Coordinates clinical programs with specific department heads, as required;

Recommends and establishes appropriate staffing patterns through ongoing evaluation of service line needs;

Investigates and evaluates data and makes recommendations to improve patient care services;

Participates in, monitors and evaluates quality improvement activities;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Participates in hospital and medical board committees;

Assists the Vice President Hospital Nursing Services and Education with the development of department budgets;

Attends meetings, conferences and seminars as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of the principles of current nursing techniques and procedures; comprehensive knowledge of principles of nursing service administration; comprehensive knowledge of Westchester Medical Center labor- management practices as well as current civil service and hospital personnel practices; comprehensive knowledge of the New York State Nurse Practice Act to include diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being; comprehensive knowledge of regulatory and accreditation requirements; ability to direct, supervise and coordinate a large multi-programmed nursing service; ability to coordinate varying levels of staff; ability to communicate to all levels of staff as well as division directors in a professional manner; ability to set priorities; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; demonstrated competence in nursing administration; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, as a Registered Professional Nurse, a Bachelor's degree\* in Nursing or a diploma in Nursing, and four years of professional nursing experience in a hospital or health care agency, including three years at a supervisory level.

SUBSTITUTION: Satisfactory completion of a Master's degree\* in Nursing, Nursing Administration, or related field may be substituted for one year of the above general nursing experience. There is no substitution for the required supervisory experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.