

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 5525700

Associate Director Hospital Nursing, M-1

Brief Description of Class

The one position in this title is classified at the Department of Health to provide overall administrative direction and support to the nursing department at Helen Hayes Hospital. The incumbent oversees various nursing staff related activities such as staffing patterns, recruitment, training, and development, and performance evaluations; oversees the nursing department's quality assurance program; and assists in the preparation of budget requests.

Distinguishing Characteristics

Associate Director Hospital Nursing: one position class; provides overall administrative direction and support to the nursing department at Helen Hayes Hospital.

Related Classes

Mental Hygiene Nursing Program Coordinators perform a wide range of administrative tasks related to the development and oversight of professional nursing activities at State facilities and the "catchment areas" served by these facilities. In the Office of Mental Health's (OMH) Psychiatric Centers, Mental Hygiene Nursing Program Coordinators function as the immediate assistants to the Directors of Nursing, M-4. While, in the Office of Mental Retardation and Developmental Disabilities DDSO's, Mental Hygiene Nursing Program Coordinators serve as the highest level nurse at the facility and are responsible for coordinating nursing care at residential and community care homes.

Nurse Administrators are licensed registered professional nurses who supply or supervise nursing services in institutions, nursing homes hospitals, infirmaries, clinics, and other health care facilities.

Illustrative Duties

Serve as a resource for Supervisors and Head nurses in identification, assessment, and resolution of problems affecting operations and general administration.

Evaluate the performance of nursing staff at periods prescribed by contract and/or policy.

Establish, monitor, and evaluate a ten (10) step quality assurance program. This program includes standards of nursing practice and standards of nursing care. In conjunction with the Director of Nursing, develop new programs from planning through execution with evaluation at all stages.

Serve as the general administrative director of the Nursing Department.

Evaluate staffing needs and assist in the development of adequate staffing patterns.

Assist in the recruitment selection and retention of nursing staff for units managed.

Participate in the development of appropriate educational programs relative to the needs of staff and patients.

Assist in preparation, review, and evaluation of budget requests against the current and projected needs of nursing.

Participate in budget planning including staff, capitol, and supplies.

Interface with other disciplines, especially the medical staff to ensure quality care.

Function as a member of various interdepartmental committees.

Minimum Qualifications

Open Competitive: Current License to practice nursing in the State of New York, a Bachelor's of Science in Nursing and five years of professional nursing experience, in which two of these years where spent as a Head Nurse or Shift Supervisor.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of

the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 3/10