

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

Tentative Classification Standard

**Occ. Code 5601730**

<b>Assistant Director Nursing 1 (Long Term Care), M-1</b>	<b>5601730</b>
<b>Director Nursing 3 (Long Term Care), M-4</b>	<b>5602230</b>

Brief Description of Class Series

Positions in this series are registered professional nurses who administer, manage, and oversee nursing departments at New York State Veterans Homes operated by the Department of Health (DOH). Incumbents oversee and coordinate day to-day operations and activities; develop and implement nursing policies and procedures; monitor and evaluate the provision of nursing services; and ensure compliance with State and federal requirements and standards of nursing care.

Distinguishing Characteristics

*Assistant Director Nursing 1 (Long Term Care):* functions as the assistant director of a Veterans Home nursing department; assists in the management, direction, and evaluation of nursing and direct care services; develops and implements nursing policies and procedures; and supervises Registered Nurse Supervisors 1 and other staff in the provision and oversight of nursing services.

*Director Nursing 3 (Long Term Care):* director level; functions as the director of a Veterans Home nursing department; manages, directs, and evaluates nursing and direct care services; develops and implements nursing policies and procedures; participates in and oversees nursing recruitment, training, and continuing education programs; and supervises the Assistant Director Nursing 1 (Long Term Care) and other staff in the provision and oversight of nursing services.

Related Classes

Registered Nurse Supervisors 1 are registered professional nurses who provide clinical and administrative supervision to lower-level registered professional nurses and direct care staff; and oversee and coordinate nursing services for individuals in various State facilities and programs.

## Illustrative Duties

### *Assistant Director Nursing 1 (Long Term Care)*

Assists in the management of a Veterans Home nursing department; and directs Registered Nurse Supervisors 1 and other staff in the provision and oversight of nursing services.

- Assists the Director with management of nursing services and care provided to residents; assists in reviewing and preparing annual nursing department budgets.
- Monitors nursing services provided to residents and ensures that they are consistent with laws, rules, and regulations; assists the Director in preparing for regulatory site visits.
- Coordinates nursing services with other facility managers to ensure a holistic treatment approach for residents.
- In consultation with Registered Nurse Supervisors 1, reviews staffing schedules for assigned shifts, schedules staff, and resolves staffing issues.
- Performs quality assurance activities specific to nursing services, and reports to the Director on aspects of care, policies, or procedures requiring modification.
- Investigates staff, family, and resident complaints; responds to inquiries verbally and in writing; escalates serious issues to the Director.
- Represents the nursing department at facility-wide meetings in the absence of the Director.
- Assists in the recruitment selection and retention of nursing staff.
- Participates in the development of appropriate educational programs relative to the needs of staff and individuals being treated or cared for.

### *Director Nursing 3 (Long Term Care)*

May perform all of the same duties as an Assistant Director Nursing 1 (Long Term Care).

Manages a Veterans Home nursing department; and directs the Assistant Director Nursing 1 (Long Term Care) and other staff in the provision and oversight of nursing services.

- Establishes the vision and philosophy for a facility nursing department consistent with the facility's executive management team and agency's mission.

- Develops, implements, interprets, assesses, and modifies nursing policies and procedures, programs, goals, and objectives to support individualized treatment, rehabilitation, and recovery.
- Monitors staffing, assignments, and scheduling to ensure quality care and appropriate utilization of nursing and direct care staff.
- Identifies staffing needs and determines the number and level of nursing and direct care staff necessary for operations.
- Monitors overtime and may be involved in the approval of overtime usage.
- Oversees and plans for the recruitment, retention, supervision, and evaluation of nursing and direct care staff.
- Oversees and evaluates the quality and appropriateness of nursing and direct care services and performance; and identifies problem areas and/or opportunities for improvement.
- Reviews and assesses service data and reports; modifies nursing operations to ensure compliance with laws, rules, regulations, and standards of care; and prepares for regulatory visits and surveys.
- Oversees and participates in the planning, implementation, and coordination of training and continuing education programs for nursing and direct care staff, in collaboration with the nursing education department and other facility staff.
- Represents the nursing discipline on various committees and provides input to integrate nursing services into facility operations and service delivery.
- Establishes and maintains working relationships with internal and external organizations to maximize resources and implement nursing program goals.

### Minimum Qualifications

#### *Assistant Director Nursing 1 (Long Term Care)*

Open Competitive: possession of a license and current registration to practice nursing in New York State; a bachelor's degree in nursing; and two years of post-licensure professional clinical nursing experience in a long-term care setting. One year of the experience must have been at a supervisory level.

*Director Nursing 3 (Long Term Care)*

Open Competitive: possession of a license and current registration to practice nursing in New York State; a bachelor's degree in nursing; and three years of post-licensure professional clinical nursing experience in a long-term care setting. Two years of the experience must have been at a managerial level.

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

Date: 12/2022

KAB