

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

Tentative Classification Standard

**Occ. Code 5602120**

**Director Nursing 2 (Health Institutions), M-3**

Brief Description of Class

The Director Nursing 2 (Health Institutions) is a registered professional nurse that oversees the clinical standards for the four State-operated Veterans Homes and Helen Hayes Hospital.

This position is located at the Department of Health (DOH).

Distinguishing Characteristics

*Director Nursing 2 (Health Institutions):* director level; monitors levels and skill mix of clinical staffing at the five facilities; works collaboratively with facility clinical staff in the development and implementation of new policies and procedures; monitors quality assurance activities, survey results, and plans of correction; monitors the methods and accuracy of clinical recordkeeping, including Patient Review Instrument (PRI) and Minimum Data Set (MDS) submissions; and develops the clinical component of new facility program initiatives.

Illustrative Duties

*Director Nursing 2 (Health Institutions)*

Assists in the management and direction of the four NYS operated Veterans Homes and Helen Hayes Hospital.

- Serves as Central Office representative in the selection panels for all Director of Nursing selections.
- Provides management consulting to the administrators in the organization of each nursing department.
- Functions as a clinical management consultant in the implementation of new clinical requirements.

- Serves as an internal training resource in long term care management systems.
- Monitors admission waiting lists to assure that potential patients are eligible for nursing home care and for federal Department of Veterans Affairs reimbursement of nursing care.

Conducts health workforce evaluation and planning.

- Serves as liaison with licensing and credentialing, educational, and granting agencies to guide the development of programs for health professionals employed in Health Facilities Management (HFM) facilities.
- Reviews and evaluates job descriptions to ensure that facility positions have education, experience, and credentials appropriate to work requirements.
- Performs periodic assessments of qualifications of employees selected to ensure they conform to job requirements.
- Reviews salary and benefits to determine competitive levels for facility employees.

Monitors staffing and productivity.

- Monitors scheduling to match staffing levels with patient need on seasonal, shift and acuity of care basis.
- Monitors training to assure all mandatory training is completed.
- Assures records are maintained on the licensure, certification and registration of clinical and other appropriate staff.
- Monitors labor relations, intervening on behalf of management as required.

Develops and oversees the implementation of centralized policies and procedures, assuring that they are consistent with DOH and State policy.

- Serves as chair of a committee to address necessary changes.
- Prepares and disseminates policies and procedures to address facility operations.
- Develops policy and procedure manuals and works with the HFM data manager to promote their on-line availability.
- Achieves the greatest consistency among the homes' policies and procedures consistent with the need for local variation.

Monitors quality of care for adherence to the highest care standards.

- Performs mock survey and pre-survey reviews to assist administrators in survey preparation.
- Reviews medication errors.
- Reviews activities of the health and safety and quality assurance committees.
- Spot checks individual medical records and care charts, care plans, MDS and PRI forms to assure proper documentation and follow up.
- Reviews patient accidents and incidents.
- Monitors infectious outbreaks and each home's infection control program.
- Maintains familiarity with both State and federal standards of care to assure compliance.

If a new hospital or veterans' home is developed, oversees development of the clinical portion of certificate of need (CON) process, making staffing level and appropriateness of title determinations; provides clinical oversight of construction and renovation of homes to ensure appropriate clinical service layout of space, appropriate services for residents, and compliance with State and federal regulations for services; and develops staffing plans and organizational determinations for homes.

Provides clinical oversight of medical record and other software implementation used to meet changing regulatory and clinical care requirements.

- Determines what information needs to be kept and reported.
- Monitors quality of case mix documentation to assure adherence to State standards and the quality of background documentation.

### Minimum Qualifications

#### *Director Nursing 2 (Health Institutions)*

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 100+ bed skilled nursing facility. 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.

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