

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

Classification Standard

**Occ. Code 5601750**

<b>Assistant Director Nursing 1 (Psychiatric), M-1</b>	<b>5601750</b>
<b>Director Nursing 3 (Psychiatric), M-4</b>	<b>5602240</b>

Brief Description of Class Series

Positions in this series are registered professional nurses who administer, manage, and oversee nursing departments in psychiatric facilities operated by the Office of Mental Health, including nursing and direct care services provided to individuals with mental illness in inpatient, outpatient, residential, and community settings. Incumbents oversee and coordinate day-to-day operations and activities; develop and implement nursing policies and procedures; maintain nursing practice standards; and plan, oversee, evaluate, and continuously improve nursing and direct care services to ensure quality care and compliance with agency, facility, and regulatory requirements and standards of care.

Distinguishing Characteristics

*Assistant Director Nursing 1 (Psychiatric):* managerial level; under the direction of a Director Nursing 3 (Psychiatric), functions as an assistant director of a psychiatric facility's nursing department; assists in the management, oversight, and evaluation of nursing and direct care services; develops and implements nursing policies and procedures; oversees, evaluates, and participates in recruitment, training, continuing education programs for nursing and direct care staff, and quality improvement activities and initiatives; and supervises Registered Nurse Supervisors 1 (Psychiatric) and other staff in the provision and oversight of nursing services.

At the Office of Addiction Services and Supports (OASAS), the Assistant Director Nursing 1 (Psychiatric) functions as the agency's overall assistant director of nursing; assists the Director Nursing 3 (Psychiatric) in the management, oversight, and evaluation of statewide nursing services; and supervises Registered Nurse Supervisors 1 (Psychiatric) working in Addiction Treatment Centers throughout the State.

*Director Nursing 3 (Psychiatric):* director level; functions as the Chief Nursing Officer of a psychiatric facility's nursing department; serves as a member of the facility's executive management team; manages, directs, and evaluates nursing and direct care services; plans, develops, and implements nursing policies, procedures, programs, goals, and objectives; oversees recruitment, training, and continuing education

programs for nursing and direct care staff; and supervises the Assistant Director Nursing 1 (Psychiatric) and other staff in the provision and oversight of nursing services.

At OASAS, the Director Nursing 3 (Psychiatric) functions as the agency's overall director of nursing; manages, directs, and evaluates statewide nursing services; and supervises the Assistant Director Nursing 1 (Psychiatric).

### Related Classes

Registered Nurse Supervisors 1 (Psychiatric) are registered professional nurses who provide administrative and clinical supervision to lower-level registered professional nurses and direct care staff; and oversee and coordinate nursing services for individuals with mental illness, addiction, or substance use disorders in psychiatric and addiction treatment centers operated by the Office of Mental Health and Office of Addiction Services and Supports.

### Illustrative Duties

#### *Assistant Director Nursing 1 (Psychiatric)*

Assists in the management of a psychiatric facility's nursing department; and directs Registered Nurse Supervisors 1 (Psychiatric) and other staff in the provision and oversight of nursing and direct care services.

- Functions as an assistant director of the nursing department; assists the Director Nursing 3 (Psychiatric) in the management of nursing and direct care services; the development and implementation of nursing policies and procedures; and in the preparation of nursing department budgets.
- Reviews and monitors staffing levels and schedules, in collaboration with Registered Nurse Supervisors 1 (Psychiatric); and identifies and resolves staffing needs and schedule adjustments to achieve adequate coverage and maintain appropriate levels of care.
- Monitors the provision of nursing services to ensure quality care and compliance with State and federal requirements and standards of care.
- Provides nursing-specific technical assistance, guidance, and consultation to facility staff and local provider agencies.
- Coordinates nursing services with other disciplines and departments to ensure quality, effective, and integrated care and treatment services.
- In collaboration with human resources and training program staff, participates in

recruitment and hiring processes; and the planning and coordination of training and continuing education programs for nursing and direct care staff.

- Performs quality assurance activities; reports and recommends modifications related to the nursing aspects of care, policies, and/or procedures; and assists in preparing for regulatory site visits and surveys.
- Represents the nursing department at meetings, and on committees and workgroups.

May perform any of the duties below in the absence of the Director Nursing 3 (Psychiatric).

*Director Nursing 3 (Psychiatric)*

Functions as the Chief Nursing Officer; directs a psychiatric facility's nursing department; and supervises the Assistant Director Nursing 1 (Psychiatric) and other staff in the provision and oversight of nursing and direct care 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.
- Coordinates nursing services with other facility managers and departments to ensure quality, effective, and integrated care, and treatment services.
- Oversees and plans for the recruitment, retention, supervision, and evaluation of nursing and direct care staff; and participates in and oversees the planning, implementation, and coordination of training and continuing education programs, in collaboration with the nursing education department and other facility staff.
- 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 staff necessary for operations; monitors overtime; and may be involved in the approval of overtime usage.
- 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.

- 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 (Psychiatric)*

Promotion: possession of a license and current registration as a registered professional nurse in New York State; a bachelor's degree in nursing; and one year of service as a Registered Nurse Supervisor 1 (Psychiatric).

#### *Director Nursing 3 (Psychiatric)*

Open Competitive: possession of a license and current registration as a registered professional nurse in New York State; a bachelor's degree in nursing; and three years of post-licensure clinical and administrative nursing experience. Two years of this experience must have been in a nursing management position with overall responsibility for the development, implementation, and evaluation of nursing programs and services in a mental health, developmental disabilities, addictions, or long-term care setting or psychiatric program in a health care setting.

**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.

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