

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

Tentative Classification Standard

Occ. Code 5525900

Director Nursing, M-4

Brief Description of Class

Directors Nursing are responsible for the administration, management, and oversight of nursing departments in State psychiatric facilities, including nursing and direct care services provided in inpatient, outpatient, residential, and community settings. Incumbents function as Chief Nursing Officers; serve as members of the executive management team; plan, develop, and implement nursing policies and procedures; maintain nursing practice standards; plan, oversee, evaluate, and continuously improve nursing and direct care services; and ensure compliance with agency, facility, and regulatory agencies' requirements and standards of care.

Positions are primarily classified in the Office of Mental Health.

Distinguishing Characteristics

Director Nursing: director level; functions as the Chief Nursing Officer of a psychiatric facility's nursing department; manages, directs, and evaluates nursing and direct care services and operations; develops and implements nursing policies, procedures, programs, goals, and objectives; and oversees the recruitment, training, supervision, evaluation, and utilization of nursing and direct care staff.

Illustrative Duties

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 department services with other facility managers and departments to ensure quality, effective, and integrated care and treatment services.

Develops nursing department budgets and monitors expenditures.

Provides administrative and clinical supervision; and directs nurse managers and administrators in the provision and oversight of nursing services, and performance of quality assurance activities.

- 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.
- Reviews schedules and makes recommendations for adjustments to achieve appropriate levels of care and maintain nursing practice and regulatory agency standards.
- 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.

- Develops and revises written job descriptions for nursing and direct care titles, consistent with Civil Service requirements.
- In collaboration with human resources and other staff, participates in recruitment and hiring processes for nursing and direct care staff.
- Works with human resources, business office, and other departments to establish per diem contracts for nursing coverage to address identified needs.

Coordinates with the quality management department to develop and manage the implementation of nursing quality assurance and performance improvement plans.

- Oversees and evaluates the quality and appropriateness of nursing and direct care services and performance; and identifies problem areas and/or opportunities for improvement.
- Monitors the credentials of registered professional and licensed practical nurses; and ensures that required credentials and appropriate levels of continuing education are maintained.
- 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.

- Develops nursing education standards, goals, and objectives.
- Assesses training needs; oversees, approves, and/or develops curriculum; and may participate in orientation, training, and continuing education programs as an instructor.
- Develops and maintains relationships and affiliations with local nursing schools.

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

Director Nursing

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 four years of post-licensure clinical and administrative nursing experience. Two years of this experience must have been working with individuals diagnosed with mental illness or multiple disabilities; and two years 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.

Attachment

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: 3/2022

LJC

Parenthetic Attachment

Director Nursing (Long Term Care): functions as the Chief Nursing Officer of the nursing department at the Department of Health's Veterans' Homes; and directs, manages, and oversees the facility's nursing services and operations.

Director Nursing (Rehab): one-position class that functions as the Chief Nursing Officer of the nursing department at the Department of Health's Helen Hayes Hospital; and directs, manages, and oversees the facility's nursing services and operations.

Minimum Qualifications

Director Nursing (Long Term Care)

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 four years of post-licensure experience in a nursing administrative management position in a long-term care setting.

Director Nursing (Rehab)

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 four years of post-licensure experience in a nursing administrative management position in an acute care hospital or acute physical rehabilitation hospital.