

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

Tentative Classification Standard

Occ. Code 5554300

Assistant Director Nursing (Long Term Care), M-1 5554300
Assistant Director Nursing (Rehab), M-1 5525720

Brief Description of Class Series

Assistant Directors Nursing assist in the administration, management, and oversight of nursing departments in State facilities operated by the Department of Health (DOH), including nursing and direct care services provided in inpatient, outpatient, residential, and community settings. Incumbents function as second-in-command of the nursing department; 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 classified in DOH's Helen Hayes Hospital and Veterans' Homes.

Distinguishing Characteristics

Assistant Director Nursing: managerial level; serves as an assistant to the Director Nursing; assists in the management, direction, and evaluation of nursing and direct care services and operations; develops and implements nursing policies, procedures, programs, goals, and objectives; supervises Nurse Administrator 1 and other staff assigned to facility nursing programs.

Related Classes

Mental Hygiene Nursing Program Coordinators are registered professional nurses who manage nursing programs in facilities and programs operated and/or certified by the Office of Mental Health and Office for People With Developmental Disabilities, including nursing services provided to individuals in inpatient, outpatient, residential, and community settings. Incumbents oversee and coordinate day-to-day nursing department operations and activities; develop and implement nursing policies and procedures; monitor and evaluate the provision of nursing and direct care services; and ensure compliance with agency, facility, and regulatory requirements and standards of care.

Nurse Administrators are registered professional nurses who provide administrative and clinical supervision, oversight, and direction of nursing services for a large number of individuals in State facilities and programs, including inpatient, outpatient, and community-based settings. Incumbents develop staffing plans and maintain adequate staffing; monitor and review the quality of nursing services records, health outcomes, and safety; verify that medical instructions are properly implemented; and ensure compliance with federal, State, agency, and accrediting organizations' laws, rules, and policies.

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.

Illustrative Duties

Supervises Nurse Administrator 1 and lower-level clinical staff assigned to nursing services.

Assists the Director Nursing 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 Nurse Administrators 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.

Minimum Qualifications

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

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

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 requirements for appointment or examination.

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