

ASSISTANT DIRECTOR OF PATIENT SERVICES

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting the Director of Patient Services in the performance of supervisory and administrative tasks involved in providing professional and non-professional nursing care to the community. The work is performed under the general supervision of the Director of Patient Services, permitting wide leeway for instructing and making assignments to staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responsible for the supervision of nursing practices to ensure safe, efficient and effective nursing care in homes, clinics, schools and other community facilities;

Supervises the work of assigned public health professional and auxiliary nursing staff;

Plans the continuing educational programs for nursing, therapy and auxiliary staff;

Assists in planning, implementing, coordinating and evaluating the nursing program within the agency;

Assists in maintaining the proper utilization of the services of nursing staff;

Assists in the orientation and administrative supervision of contract staff;

Monitors utilization of contract services and coordination by nursing staff;

Assists in the review of agency policies and procedures and recommends appropriate changes;

Compiles and reviews information in order to prepare appropriate records and reports;

Assists faculty of local schools of nursing with the implementation of student experience program;

Participates in surveys, studies and research in the field of public health;

Assists in identifying equipment and supply needs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current nursing practices and administration, public health programs administration, health economics and legislation; thorough knowledge of community organization; working knowledge of research methods; ability to plan, organize and direct the activities of others; ability to interpret existing and proposed health programs as they affect nursing; ability to work cooperatively with others; ability to communicate effectively; ability to perform duties in accordance with ANA Code for Professional Nurses; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. A Bachelor's Degree in Nursing from an approved school acceptable to the New York State Department of Health preparing graduates for beginning positions under supervision; OR
- B. A Bachelor's Degree in Nursing from a non-approved school supplemented by content which equates to the program of an approved school; AND
 - 1. A Master's Degree in Nursing and two (2) years full-time paid experience as a Supervising Public Health Nurse or Supervising Community Health Nurse in a certified home health agency or long-term home health care program; OR
 - 2. Five (5) years of full-time paid experience as a supervising Public Health Nurse or Supervising Community Health Nurse in a certified home health agency or long-term home health care program.

SPECIAL REQUIREMENT: Possession of a license and current registration to practice as a Registered Professional Nurse in the State of New York.

ULSTER COUNTY
0360 AST DIR PS
Classification: Competitive
NUMGT

Adopted: December 31, 1987