**Director of Nursing**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The Director of Nursing is responsible for the overall compliance of The Hoy Healthcare Center and provides guidance to Enhanced Services around the State’s Department of Health and federal regulations, providing a high standard of care for residents. Always model our core values of respect, passion, and professionalism, and be willing to assist, or use your authority, in holding all others accountable for doing the same.

**RESPONSIBILITIES**

* Develops and promotes the philosophy, objectives and standards of the nursing care division to include culture change, under the direction of the Administrator of The Hoy Healthcare and Enhanced Services.
* Serves on committees that analyze data, plan, make recommendations and evaluate efforts in regard to clinical services. Attends Wounds Weights Falls & Infections, Mentor Team, and other meetings as assigned. Heads the CQI process & Survey Task Force.
* Acquires shares and communicates new knowledge regarding licensing regulations and nursing practices with Hoy Center and Enhanced Services nursing staff.
* Determines and advocates staffing levels for The Hoy Center and Enhanced Services, in conjunction with the Clinical Managers and Nurse Supervisors in Enhanced Services that promote high quality nursing services; assures adequate staffing is provided to meet resident care demands. Periodically updates job descriptions for all staff within the nursing care division as needed for licensing compliance.
* Makes written and oral reports to the Administrator of The Hoy Center and Enhanced Services regarding the operation, plans and needs of the nursing care division in order to comply with regulatory requirements.
* Evaluates resident’s status and unit activities at the beginning of each shift and assures an appropriate level of nursing staff are available to provide safe, high quality care. Acts as the resource for nursing practices to staff.
* Assures resident assessments and care/service plans are developed, reviewed and revised as necessary and according to standards of nursing practices and information is disseminated to appropriate staff.
* Serves as project lead for operational efficiencies as assigned, such as implementation of information systems.
* Works in conjunction with the Clinical Managers and Enhanced Services Nurse Supervisors to assure that nursing practices are consistent with our community policies and procedures.
* Maintains updated job descriptions as necessary for each level of staff.
* Assumes administrative call as assigned for The Hoy Center.
* Responsible for ensuring timely preparation and transmittal of MDS information.
* Ensures accurate and timely performance management of direct reports.
* Makes recommendations to the Administrator of The Hoy Center regarding hiring, transfer and termination of personnel.
* Ensures staff adheres to infection control practices.
* Serves as an administrative resource for the community in the absence of the Administrator of The Hoy Center and Enhanced Services.
* Review resident records upon admissions, transfers and discharge of residents for compliance with regulations.
* Oversees the restorative nursing program and assures the appropriate delivery of rehabilitative services.
* Insures The Hoy Centers’ compliance with community policies and procedures, revising and developing as needed.
* Participates in administrative planning, monitoring and evaluation efforts for The Hoy Center.
* Provides input into the budget for the nursing care division. Monitors budget throughout the year.
* Works with teams to ensure resident rights are protected.
* Coordinates nursing services with medical services, working with physicians, wound care nurses and other health care professionals.
* Identifies, investigates and promotes plans of correction in service provision or poor quality of resident care. Evaluates corrections initiated, for any needed revisions. Ensures policies and procedures follow practices.
* Assess, develops and implements programs and training to ensure nursing staff with education competency with care and regulatory issues.
* Participates in and supports research in long term care and assisted living, when opportunities arise.
* Reviews all current residents and new resident records upon admission and as needed to assess care needs.
* Provide clinical and class room instruction as needed.
* Protects the privacy of residents and employees.
* Represents the community and nursing services in professional and community activities.
* Serve as Administrator on Call for the Campus for a one-week period".
* And all other duties as assigned

**QUALIFICATIONS**

* At least five years of nursing experience
* Minimum of three years in a managerial role.
* At least three years of employment in a long-term care community
* Must have a current RN licensure in the state
* BS degree preferable.
* Comprehensive knowledge of general nursing theory and practice with an emphasis on current gerontological nursing issues, trends and standards.
* **Physical Requirements:**
	+ Ability to climb at least 3 flights of stairs.
	+ Ability to stand or walk for a period of at least 4 hours.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision