

Time% Goals and Worker Activities

40% A. Management and Direction of Nursing Services

- A1. Develop and implement program objectives, standards, services and practices.
- A2. Initiate, maintain, evaluate and update a master staffing plan.
- A3. Work with the Staff Development unit and Interdisciplinary Team to provide in-service training and education.
- A4. Perform nursing rounds to conduct member visits and conferences, initiate contact with employees, and attend physician conferences.
- A5. Conduct pre-admission screenings on an as-needed basis.
- A6. Coordinate admissions, transfers and discharges to nursing care buildings.
- A7. Monitor Minimum Data Set work product to ensure maximum reimbursement.
- A8. Assist members and/or staff to identify and define problems, remove barriers to problem resolution, communicate, educate each other, develop possible interventions, and implement change; and evaluate and share outcomes with others in the facility.
- A9. Review and investigate all discrepancies with narcotic records and medication error reports, in coordination with Commandant.
- A10. Review 24-hour report from all units for action, as necessary.
- A11. Ensure equipment is inventoried and physically maintained according to regulations, policies, procedures and manufacturers' instructions.
- A12. Develop, implement and manage cost-effective systems for inventory and delivery of equipment and medical supplies.
- A13. Coordinate member care provided by all disciplines, responding to issues of non-compliance with state and federal regulations.
- A14. Coordinate interdisciplinary meetings.
- A15. Monitor facility conditions to ensure compliance with health and safety codes.
- A16. Investigate and respond to member and/or family formal complaints, in collaboration with the Commandant.
- A17. Review, track and follow up on all incident/accident/infection reports, providing feedback to the Commandant.

25% B. Supervision of Nursing and Support Staff

- B1. Coordinate input from staff at all levels to ensure that staff who are performing the work play a vital role in planning the work.
- B2. Facilitate nursing staff meetings and/or conferences to provide an opportunity for all staff to participate in decision making and problem solving.
- B3. Assign workload to employees; establish and enforce performance standards; review and evaluate employee performance; and counsel and/or coach staff members regarding improvement of work performance as necessary.
- B4. Conduct investigations of potential work rule violations and reported concerns, in collaboration with the Assistant Director-Nursing Services, shift Nursing Supervisors, and Human Resources staff.
- B5. Participate in disciplinary actions, including making recommendations for discipline to Human Resources Director/designee.
- B6. Hear and recommend disposition of employee grievances and informal employee complaints.
- B7. Provide testimony at worker's compensation and arbitration hearings as required.
- B8. Participate in the job definition, assessment, interview, and selection process, ensuring fairness and equal opportunity for all applicants.
- B9. Work with the Assistant Director-Nursing Services and the Central Scheduling Supervisor to ensure that Scheduling Program Assistants produce complete, accurate schedules for all nursing staff.

- B10. Monitor state registries for licensed and unlicensed staff to ensure that certification and licensure are current.
- B11. Review disciplinary actions, resignations and dismissals for compliance with appropriate standards and rules.
- B12. Provide information and direction to supervised employees to ensure support of and active participation in WDVA's Affirmative Action/Civil Rights Compliance plans.

30% C. Participation on Nursing Services and Management Teams

- C1. Attend, participate in, and/or chair W VHUG nursing or management meetings/ committees and other meetings/committees as assigned.
- C2. Lead nursing management staff in decisions regarding allocations of budgeted funds.
- C3. As designated, participate in the writing and monitoring of budget requests and variance justifications.
- C4. Lead or participate in QAPI projects and initiatives.
- C5. Create and perform QAPI program and facility studies and implement change based on outcomes.
- C6. Collaborate with the management team on the development and implementation of policies and procedures.
- C7. Provide training and education for staff on new or revised policy and procedure.
- C8. Lead facility staff through annual surveys and other visits by regulatory agencies.
- C9. Respond to compliance issues with state and federal regulations.
- C10. Collaborate with Commandant and staff to implement plans of correction as needed.
- C11. Conduct chart and medical record audits and review weekly care planning conference information.

5% D. Performance of Other Duties as Assigned

- D1. Promote positive public relations in the community as a representative of W VHUG, and participate in job fairs and other community events as appropriate.
- D2. Attend continuing education, seminars or formal education.
- D3. Participate with colleagues in identifying and/or resolving ethical issues.
- D4. Perform other duties as assigned.

Special Requirement

Incumbent must be licensed or eligible for licensure as a Registered Nurse in the State of Wisconsin or be licensed as a Registered Nurse in a nurse licensure compact state.

This position requires working weekends and holidays on a rotating basis and adjusting work hours as needed to meet W VHUG operational needs.

Environmental Conditions

Conditions are those normally found in a long-term healthcare facility.

Knowledge, Skills and Abilities

1. Knowledge of general and geriatric nursing theories, standards, principles, and treatment modalities
2. Knowledge of the State Nurse Practice Act
3. Knowledge of relevant theories from nursing and other disciplines related to planning patient care
4. Skill in physical assessment and nursing diagnosis
5. Ability to articulate the rationale for actions in providing professional nursing care
6. Knowledge of safety and infection control principles and practices
7. Knowledge of Minimum Data Set, Medicaid and Medicare reporting requirements
8. Knowledge of state and federal survey processes

9. Knowledge of state and federal statutes and codes and VA rules and regulations which govern skilled nursing facilities and nursing homes
10. Knowledge of program management and administration principles and techniques
11. Ability to interpret, apply, develop and evaluate policies and procedures
12. Knowledge of budget development, evaluation and monitoring principles and practices
13. Knowledge of procurement, inventory, and supply distribution processes
14. Knowledge of Quality Assurance/Performance Improvement principles and practices in healthcare
15. Ability to analyze and interpret data
16. Skill in verbal, written and interpersonal communication
17. Knowledge of supervision and leadership theory, principles and practices
18. Knowledge of WDVA's Affirmative Action/Equal Employment Opportunity/Civil Rights Compliance initiatives and requirements
19. Ability to assess staffing needs and establish short- and long-range staffing plans
20. Ability to define job expectations and evaluate performance
21. Skill in directing and prioritizing the activities of employees
22. Knowledge of employee relations principles and practices
23. Knowledge of counseling, interviewing and investigative techniques
24. Skill in problem solving and conflict resolution
25. Knowledge of regulations, standards and practices related to patient rights and privacy (e.g., Health Insurance Portability and Accountability Act (HIPAA), Protected Health Information (PHI) safeguards))
26. Skill in use of computers, including Microsoft Office Suite or similar applications and electronic medical record systems
27. Ability to create and maintain accurate records, including patient charts/medical records
28. Ability to build multidisciplinary teams
29. Ability to establish and maintain working relationships
30. Ability to discern emergency situations and follow appropriate member assistance protocols

Interested candidates (who are not State employees) can access the announcement at: [Director of Nursing, Union Grove Veterans Home](#) or by visiting [Wisc.Jobs](#) and searching by job title, location, or keyword (e.g., **Job ID 4238**).