

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
NURSING SERVICES DIRECTOR

DEFINITION

Plans and administers the total nursing care program of a large correctional facility; functions as associate nursing administrator in a large health care-oriented facility; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Directs nursing services to assure achievement of nursing care standards.

Establishes and maintains guidelines for staffing within the health care agency to assure adequate nursing coverage for all client areas.

Administers special programs such as infection control, staff development, nursing quality improvement and utilization review.

Participates in interdepartmental meetings to advocate for nursing department needs.

Initiates action to alleviate barriers to delivery of care by identifying, defining and resolving problems.

Promotes shared governance, continuous quality improvement and professional empowerment.

Promotes and evaluates the nursing department standards, philosophy, goals and objectives to assure the optimum level of wellness for clients; monitors accrediting/surveying/regulatory body criteria to maintain compliance.

Makes recommendations for the nursing department budget.

Encourages and promotes a community/agency relationship to serve client and public needs.

Participates in continuing education to maintain credentials and increase expertise and knowledge in professional clinical nursing and administration.

COMPETENCIES REQUIRED

Knowledge of professional nursing theory, trends and practice.

Knowledge of the principles of supervision, organization and administration.

Knowledge of current literature and applied research for the delivery of health services.

Knowledge of operational and personnel rules and regulations governing the agency.

Ability to learn the cultural environment of the employing agency.

Ability to effectively plan, direct and coordinate nursing services with the needs of the health care agency.

Ability to utilize and manage resources to attain results.

Ability to keep own emotions under control and restrain negative behaviors when provoked or when working under conditions of stress.

Ability to understand and appreciate different and opposing perspectives, to adapt own approach to changing situations and to change or easily accept changes in own organization or job requirements.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Nursing and experience equal to three years of full-time supervisory/management nursing experience;

OR

graduation from an accredited college or university with a Master's Degree in Nursing and experience equal to one year of full-time supervisory/management nursing experience;

OR

an equivalent combination of the required education and experience, substituting one year of experience for thirty semester hours or equivalent of education; no substitution for three years of full-time supervisory/management nursing experience.

NECESSARY SPECIAL REQUIREMENTS

Licensure as a Registered Nurse in the State of Iowa by the Iowa Board of Nursing or licensure as a Registered Nurse in accordance with the Nurse Licensure Compact Administrator's Agreement of the National Council of State Boards of Nursing.

NOTE

More information regarding the Nurse Licensure Compact Administrators Agreement of the National Council of State Boards of Nursing is available at: [Nurse Licensure Compact](#).

Review the provisions of the statute that authorized the creation of the Nurse Licensure Compact at: [Chapter 152E, Iowa Code](#).

Effective Date: 04/15 KF