

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

DEFINITION

Plans and administers the total nursing care program of a health care facility; provides administrative leadership in an interdisciplinary setting; 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 policies and procedures.

Directs, promotes, and evaluates the nursing department's standards, philosophy, goals, objectives and policies to assure optimum level of wellness for clients; assures compliance with regulatory agencies.

Assures the development and implementation of nursing policies and procedures in accordance with the mission of the health care agency.

Creates and maintains a working climate conducive to recruitment of qualified staff, job satisfaction, and employee retention; establishes a plan for career growth and development of nursing personnel.

Establishes and maintains an organizational structure and professional model of practice that maintains effective communication, assures client access to services, adheres to practice standards, and clearly defines responsibility and accountability.

Promotes shared governance, continuous quality improvement and professional empowerment.

Prepares and manages the nursing department's budget.

Provides a leadership role for inter and intra-departmental planning to achieve the agency mission; participates in the integrated quality improvement plan for the agency.

Advocates for identified needs of the nursing department and formulates agency policies and long-range goals.

Encourages and promotes relationships with the outside resources/organizations to meet client and community needs.

Promotes research and investigative study and utilization of research findings.

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, collective bargaining agreement and regulations governing the agency.

Knowledge of department and state policies and practices affecting work.

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 lead others.

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 competing 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 four 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 two years of full-time progressive nursing supervisory/management experience;

OR

graduation from an accredited college or university with a Doctorate degree in Nursing;

OR

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