

# NORTHWELL HEALTH

## HUNTINGTON

### JOB DESCRIPTION

**JOB TITLE** : ASSISTANT DIRECTOR FOR NURSING

**DEPARTMENT** : NURSING ADMINISTRATION 1.0 FTE Days  
Flexibility to work other hours as needed.  
Position# 10061215 Requisition# 002NN1

**REPORTS TO** : Janet Milanese, Associate VP for Nursing

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| <b>POSITION SUMMARY</b> | Collaboratively, oversees, coordinates, and implements Nursing Quality Management Programs (Performance Improvement, and Risk Management. Responsible for the supervision, coordination, and management of the administrative/clinical aspects of Nursing Quality. Monitors and evaluates the effectiveness of Quality Program activities and shares findings and conclusions with other hospital departments. Acts as a resource to other hospital departments and regarding performance improvement activities.   |
| <b>RESPONSIBILITIES</b> | <ul style="list-style-type: none"> <li>* 1. Oversees, coordinates and assists in managing, administrative and clinical aspects of Nursing Quality.</li> <li>* 2. Provides direction and guidance to Nursing Leadership on aspects of Nursing Quality.</li> <li>* 3. Monitors and evaluates the effectiveness of the Nursing Quality Programs and shares findings and conclusions with other members of the Hospital Community.</li> <li>* 4. Coordinates Nursing Quality Management activities with other areas of the Department, other hospital departments and programs.</li> <li>5. Assists in prioritizing of departmental activities, communicates quality initiatives and establishing processes for constant survey readiness, including periodic performance reviews. Keeps staff up-to-date and informed on new and revised Hospital/Department policies and procedures.</li> <li>6. Recommends organizational objectives and implements related strategic plans. Seeks opportunities to promote the vision and values of the organization.</li> <li>7. Oversees systems and procedures to carry out QM/PI functions.             <ul style="list-style-type: none"> <li>• Participates in Department/Service PI Hospital committees, task forces, and organizational performance improvement teams as appropriate.</li> <li>• Recommends selected focus studies to evaluate and improve quality patient care.</li> <li>• Keeps abreast of new and revised regulatory agency requirements.</li> </ul> </li> <li>8. Promotes effective patient safety and performance improvement initiatives to improve processes and outcomes of care.             <ul style="list-style-type: none"> <li>• Partners with safety environment of care to enhance the patient safety and environment rounding process and reporting.</li> </ul> </li> <li>9. Performs related duties, as required.</li> </ul> <p><b>*ADA Essential Functions</b></p> |
| <b>REQUIRED</b>         | <ul style="list-style-type: none"> <li>• Bachelor of Science Degree in Nursing required. Master's Degree in</li> </ul>  |

**JOB TITLE:**

**EXPERIENCE AND QUALIFICATIONS**

Nursing or Health Services required.

- Current license to practice as a Registered Professional Nurse in New York State.
- Minimum of five (5) years clinical nursing experience, including a minimum of three (3) years management experience required.

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**Department Head Signature**

**Date**

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**Human Resources Signature**

**Date**