

**CLASS TITLE: ASSISTANT DIRECTOR OF NURSING SERVICES**

**Class Code: 02882600**  
**Pay Grade: 334A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Director of Nursing Services in the administration, direction and coordination of nursing services and activities, on an assigned shift, in a state hospital, institution, sanatorium or other medical facility; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the director of Nursing Services; work is subject to review in process and upon completion for results obtained and conformance to established policies, rules, and regulations; receives specific instructions from medical, surgical and/or psychiatric staffs regarding patient care.

**SUPERVISION EXERCISED:** Assists the Director of Nursing Services in the supervision of a staff of nurses and attendants providing nursing care and services.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Director of Nursing Services in the administration, direction and coordination of nursing services and activities, on an assigned shift, in a state hospital, institution, sanatorium or, other medical facility.

To assign duties to, and to prepare work schedules for professional and non-professional personnel and attendants.

To provide clinical ward experience to a nursing and attendant staff and, when required, to participate in a nursing education program providing instruction and guidance to student nurses.

To supervise the admission and transfer of patients and review their case histories to determine the proper administration of nursing care as prescribed by the medical, surgical and/or psychiatric staff.

To make rounds of all wards in the institution to discuss the condition and well-being of the patients with staff; to ensure that the nursing staff is adhering to accepted standards, practices and procedures of nursing care; and to provide guidance and direction to the nursing and attendant staff on difficult or complex problems.

To observe general sanitary conditions of the wards, including equipment; and to observe safety conditions, submitting recommendations for their improvement, when appropriate.

To investigate complaints, injuries, accidents or other problems involving patients or staff personnel; to prepare and submit oral or written reports to the appropriate supervisor, and, to adjust all minor problems or grievances, as they occur, taking disciplinary action as deemed necessary.

To check ward equipment and supplies; to make narcotic checks and supervise the maintenance of the drug storage rooms.

To supervise the making of reports concerning patients and nursing and attendant personnel.

As required, to serve as Director in the absence of the Director of Nursing Services.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of professional nursing and skill in their application; a working knowledge of the principles and practices of nursing service administration and the ability to apply such knowledge in assisting a superior in the formulation, implementation, coordination and evaluation of standards for nursing and attendant care of patients; a familiarity with the principles, practices and techniques of nursing education

and the ability to apply such knowledge in providing clinical ward experience to the nursing and attendant staff and, when required, to student nurses participating in a nursing education program; the ability to assist in the assignment, instruction, guidance and supervision of a nursing and attendant staff; the ability to establish and maintain effective working relationships with superiors, members of the medical and surgical staff, subordinates, and various public and private agencies and organizations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in nursing, including or supplemented by completion of courses in nursing education; and

Experience: Such as may have been gained through: employment in a responsible supervisory position as a professional nurse in an accredited hospital or institution.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must meet nursing registration requirements as required by Rhode Island law and regulations and must maintain such registration requirements as a condition of employment.

Class Revised: December 22, 1985

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