



## Role of director nurse

| Ideal role   | Done | Not done |
|--|------|----------|
| 1. Make staff schedules  |      |          |
| 2. Set objectives and long-term goals  |      |          |
| 3. Prepare required budgets  |      |          |
| 4. Provides leadership and direction on a daily basis for all departments including Therapy, Dietary and Activities.   |      |          |
| 5. Plan, organize, develop, and direct the overall operation of our Nursing Services Department in accordance with current regulations, and as may be directed by the Administrator and the Medical Director, to provide appropriate care. |      |          |
| 6. Use nursing skills and knowledge to advise in difficult or long-term care situations.   |      |          |
| 7. Reviews department policies and procedures in areas such as infection control, medication control, restraint and safety procedures.   |      |          |
| 8. Collect, analyze and submit statistical data, prepares comprehensive reports regarding the services and projects in the Nursing Department.   |      |          |
| 9. Develop, implement, evaluate and maintain a strategic plan of Organization that defines structures, functions, working relationships and allocation of resources.   |      |          |
| 10. Establishes quality improvement program to document and evaluate the quality and appropriateness of patient care provided by nursing Department.   |      |          |
| 11. Assumes the authority, responsibility, and accountability for assuring proper and effective nursing services.  |      |          |
| 12. Ensures the competency of the nursing staff.   |      |          |
| 13. Participates in the recruitment and hiring of qualified nurses.  |      |          |
| 14. Ensure efficient use of all human resources.   |      |          |
| 15. Ensures the availability of adequate number of licensed registered nurses to provide nursing care for all patient.   |      |          |
| 16. Participates with the other hospital leaders in the decision-making processes, including planning and budgeting.   |      |          |
| 17. Make staff schedules   |      |          |
| 18. Organize and coordinate admission, nursing and patient care procedures.  |      |          |

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| 19. Evaluate staff performance and prepare accurate reports detailing your findings.                  |  |  |
| 20. Coordinate with medical staff and other departments to ensure hospital efficiency.                |  |  |
| 21. Respond to any nursing-related issues in a timely manner  |  |  |
| 22. Develop short and long -term goals for the entire nursing department.                             |  |  |
| 23. Establish new policies and update existing policies to improve the standard of care for patients. |  |  |
| 24. Implementing new procedures and training nurses on policies.                                      |  |  |
| 25. Providing ongoing education classes.  |  |  |
| 26. Training and onboarding new nursing staff.  |  |  |
| 27. Communicating with patients and family members about patient's health.                            |  |  |
| 28. Managing patient's data and medical records.  |  |  |
| 29. Maintaining high standards of care for all patients.  |  |  |
| 30. Reporting to higher management level in health care facilities.                                   |  |  |
| 31. Overseeing department budget and monitor expenditures.  |  |  |
| 32. Supervising all nursing staff.  |  |  |
| 33. Manage and lead all nursing personnel operations.   |  |  |

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Student signature:

Instructor's signature: