

DIRECTOR OF QUALITY IMPROVEMENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and overseeing a comprehensive program to ensure compliance with state and federally mandated nursing and patient care quality standards. The incumbent performs a variety of standards compliance functions, which may include those related to staff development, in-service training, quality assurance, patient review, and infection control. On an as-needed basis, may also provide coverage as Staff Supervisor. The work is performed under general direction, with leeway permitted for the exercise of independent judgment in carrying out the specific duties. When performing related duties as Staff Supervisor, supervision may be exercised over the work of nurses and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops and implements quality improvement program;
Provides support to staff in areas of clinical documentation and record review;
Assists in the orientation of new personnel to their positions and in planning training appropriate to their functions in the organization;
Secures and maintains annual mandatory in-services;
Participates in staff meetings and conferences involving coordination of the in-service education program;
Keeps the Director and other staff personnel informed on institutions and workshops that may be of interest;
Refers problems of an administrative nature to the Department Head;
Confers with staff members on problems relating to nursing service to assist in establishing course content for in-service training programs;
Evaluates service provision to assure quality standards;
Functions as staff supervisor as needed to keep programs in mandated coverage compliance;
Prepares a variety of related records and reports;
Coordinates Quality Insurance Committee and Professional Advisory Committee.

IN HEALTH FACILITY ALSO:

Functions as coordinator for the patient review instrument process;
Serves as Program Coordinator, Instructor, and Observer/Evaluator for nursing certification program;
Acts as Infection Control Nurse;
Coordinates various committees within the department.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current nursing theory and practices; good knowledge of sanitation and personal hygiene; demonstrates ability to coordinate in-service nursing training programs; ability to arouse and maintain interest in subjects taught; ability to secure the cooperation of others; initiative and good judgment in presenting course material and demonstrations; ability to understand and carry out technical oral and written directions; good observation; mental alertness; thoroughness; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing and two years of experience as a Registered Professional Nurse, one year of which shall have been in a supervisory or teaching position; or
2. Graduation from an accredited three year school of professional nursing and three years as a Registered Professional Nurse, one year of which shall have been in a supervisory or teaching position; or
3. Graduation from an accredited two year school of professional nursing and four years as a Registered Professional Nurse, one year of which shall have been in a supervisory or teaching position; or
4. An equivalent combination of training and experience as indicated in (1), (2) and (3) above.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse at time of application. Must have possession of the license at the time of appointment.

REVISED: JULY 21, 2011

CIVIL SERVICE CERTIFICATION: COMPETITIVE