

**DEPARTMENT OF DEVELOPMENTAL SERVICES
CANYON SPRINGS COMMUNITY FACILITY
DUTY STATEMENT**

EMPLOYEE NAME	PROGRAM/SECTION - POSITION NUMBER
CIVIL SERVICE TITLE CLASSIFICATION Coordinator of Nursing Services	SUPERVISION RECEIVED BY Reports directly to the Facility Director and is a member of the Governing Body/Executive Team.
POSITION TITLE Coordinator of Nursing Services	SUPERVISION EXERCISED 3 – Health Services Specialists, 1- Nurse Instructor (Public Health Nurse. Provides functional direction to Physicians in daily operations.
GENERAL STATEMENT OF DUTIES: Serves as a member of the facility's Executive Team and participates in facility wide budgeting and long-range strategic planning. Supervises all medical and nursing related contract services and employees. Is responsible for providing on-call nursing services/Administrator on Duty services, and/or after-hours supervisory coverage. May be called upon to present complex medical and nursing information to families and/or external providers. Develops and/or assists Program Directors in the development of methods for coordinating nursing services with other client services. Is responsible for identifying and certifying needed staff training programs. Develops, maintains, and monitors implementation of nursing policy and procedures on a facility-wide basis in conjunction with Health Services Specialists and assures that such policies and procedures are consistent with professionally recognized standards of nursing practice; recommends to the Executive Director appropriate numbers of nursing personnel and levels of expertise needed to meet the nursing service needs throughout the facility; identifies problems that have not been satisfactorily resolved at the program level and recommends resolutions to the Facility Director; assists the Program Directors in the evaluation of the professional competency of the Health Services Specialists other level of care nursing staff; participates in planning and budgeting for nursing services in conjunction with Program Directors; develops and periodically reviews the statements of philosophy and objectives that define the type of nursing care the facility provides; develops methods for coordinating nursing services with other client services; participates in the selection of Health Services Specialists and other nursing staff; participates in planning, evaluating, and certifying staff development in conjunction with the Nurse Education Instructor; meets regularly with Health Services Specialists to assure compliance with nursing policy and identifies areas of concern; collaborates with all facility committees that relate to health quality assurance issues as a member of the total health care team; reviews duty statements of Health Services Specialists in consultation with Program Directors; serves as the nursing consultant to the Facility Director on all issues related to the nursing care of clients. Other duties as assigned.	
PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement.	
TYPICAL WORKING CONDITIONS: Ongoing interaction with clients. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to clinical nursing environment. May require work outside of normal working hours.	
STATEMENT OF UNDERSTANDING: This duty statement including the essential duties and performance standards has been reviewed by undersigned. The employee's signature indicates his/her ability and willingness to fulfill the duties of this classification.	

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POSITION TITLE: Coordinator of Nursing Services

ESSENTIAL FUNCTIONS (this list may not include all required duties):

35%	Oversees medical/nursing quality assurance programs, serves on all committees related to client welfare and health, and presents complex medical and nursing information to families and external providers. Initiates quality improvement activities and participate as an Executive Team member in Strategic Planning.
15%	Develops, maintains, and monitors implementation of medical and nursing policies and procedures and assures that such policies and procedures are consistent with professionally recognized standards of best practice and state and federal regulations. provide clinical leadership presence as a clinical resource to the healthcare team concerning client-centered care needs. Provide medical risk management consultation to the Management Risk Review Committee
15%	Develops methods for coordinating nursing services with other client services; and provides recommendations to the Facility Director on appropriate number of nursing personnel; identifies problems that have not been resolved at the program level and recommends resolutions to the Facility Director; and participates in the selection of nursing personnel. Direct supervision and evaluation of Health Service specialists to ensure evidence-based standard of care are followed. Participate in hiring panels for nursing staff.
10%	Develops and reviews statements of philosophy and objectives that define the type of nursing care the facility provides; participates in planning, evaluating and certifying staff development in conjunction with other staff; meets regularly with nursing staff to assure compliance with nursing policy and identifies areas of concern. Direct supervision of Nurse Instructor (Public Health Nurse) and ensure curriculum meet the standards of practice issues pertinent to the various nursing staff classifications targeted.
10%	Ensures medical and nursing-related contract services are provided according to contract agreements and client needs. Functions as a contract manager for Speech Pathology and coordinates service contracts for radiology, laboratory, and other medical services
10%	Develops and maintains the Nursing Procedures Manual as required. Participate on Administrative Policy Committee and Client Care Policy Committee
5%	Other duties as assigned

Note: Percentages may vary based on operational needs.

Employee Name (Print)
Date

Employee Signature

Supervisor Name (Print)
Date

Supervisor Signature