



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**

North Alabama Regional Hospital
4218 HIGHWAY 31 SOUTH
DECATUR, ALABAMA 35603

PHONE (256) 560-2200
DIRECTOR'S FAX (256) 560-2203



JOHN HOUSTON
COMMISSIONER

CHARLES R. CUTTS
FACILITY DIRECTOR

**RE-ANNOUNCEMENT
EQUAL OPPORTUNITY EMPLOYER
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION**

<u>JOB TITLE:</u>	RN V Director of Nursing	<u>NUMBER:</u>	06-03
<u>JOB CODE:</u>	N6000	<u>DATE:</u>	10-23-06
<u>SALARY RANGE:</u>	82 (\$55,560.00-\$84,693.60)	<u>POS.#:</u>	8834125
<u>JOB LOCATION:</u>	North Alabama Regional Hospital 4218 Highway 31 South Decatur, AL 35603		

QUALIFICATIONS: A bachelors degree in nursing and six years experience as a registered nurse, including four years in a supervisory or administrative capacity; or a master's degree in nursing with five years experience as a registered nurse, including three years in a supervisory or administrative capacity; or an associates degree in nursing with 73 months or more experience as a registered nurse including 5 years in a supervisory or administrative capacity.

KIND OF WORK: Position is responsible for overall development and maintenance of nursing program for facility. Responsible for Nursing Service in developing, implementing, and evaluating programs to promote recruitment, retention, and continuing education of Nursing Staff so that Nursing Staff are competent to perform their assigned duties. Participates in JCAHO and Medicare survey process to include preparation and actual surveys. Plans, develops, implements, and coordinates facility-wide Nursing Services Program facilitating service delivery and communication between Nursing Service and various departments. Ensures Nursing Service is in compliance with JCAHO, Medicare, and Department standards as evidenced by JCAHO and Medicare surveys and department reviews. Provides direct line supervision to Nursing Administrative Staff; completes job descriptions, task statements, progressive discipline, and Employee Performance Appraisals per policy and procedure. Ensure necessary and appropriate action is taken including progressive discipline to correct problems identified with Nursing Staff performance. Responsible to ensure departmental participation in all aspects of IOP and leadership plan including analysis of findings, plans of correction and follow-up to ensure corrective actions are appropriate and effective so that participation in annual evaluation if IOP Program is documented. Compose documents as required. Will ensure that supervisory Nursing Staff will make daily rounds on their respective shifts and will take appropriate, immediate action to improve care and correct problems as identified. Attends and participates in meetings with facility leadership staff, Governing Body, Administrative Executive Council Staff, Medical Staff, Risk Management Committee, and Clinical Staff in planning, promoting, and conducting facility-wide quality monitoring and improvement activities, development of facility's mission, annual operational plan, budgets, resource allocation, and policies. Reviews and revises orientation course content insuring that content addresses policies, procedures, and processes implemented by all classifications in Nursing Service. Leads in development and implements CEU packages for each orientation module insuring compliance with standards set by the Alabama Board of Nursing and maximizing the number of CEU's offered during the orientation process.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to communicate both orally and in writing. Knowledge of medical, psychiatric, and nursing diagnosis. Knowledge of JCAHO and Medicare standards. Ability to supervise subordinates/administrative. Ability to organize.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. **Drug screenings and security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: Use an official Application For Professional Employment which may be obtained from this office, any DMH/MR facility Personnel Department, or online at www.mh.alabama.gov. Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. **Resumes will not be accepted in lieu of an official application.** Applications should be returned to the Personnel Office, North Alabama Regional Hospital, 4218 US Highway 31 South, Decatur, Alabama 35603 in order to be considered for this position. Copies of license/certification should be forwarded with the application or furnished during interview. Please have an official copy of academic transcript forwarded by the college or university to the Personnel Department at the above address.

DEADLINE FOR APPLICATIONS: **UNTIL FILLED**