



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER**  
200 UNIVERSITY BOULEVARD  
TUSCALOOSA, ALABAMA 35401-1250  
205-759-0900  
WWW.MH.ALABAMA.GOV



JOHN M. HOUSTON  
COMMISSIONER

BEVERLY WHITE, BSN, MS  
FACILITY DIRECTOR

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

**JOB TITLE:** Registered Nurse III  
(Assistant Director of Nursing)

**NUMBER:** 10-11

**JOB CODE:** N4500

**DATE:** March 5, 2010

**JOB LOCATION:** Mary Starke Harper Geriatric Psychiatry Center  
Tuscaloosa, Alabama

**POSITION NO.:** 8802038

**SALARY RANGE:** 78 (\$55,327.20 - \$72,686.40)

**QUALIFICATIONS:** Graduation from an accredited four year college or university with a degree in nursing and three years experience as a registered nurse, including two years experience in a supervisory or administrative capacity; or graduation from an accredited school of nursing with at least 25 months experience as a registered nurse, including 13 or more months experience in a supervisory capacity, or graduation from an accredited four-year college or university supplemented by a master's degree in nursing. Considerable responsible experience planning, developing and managing a staff education / training program is strongly preferred.

**SPECIAL REQUIREMENT:** Possession of certification of registration to practice nursing issued by the Alabama Board of Nursing.

**KIND OF WORK:** This is highly responsible, professional training and development work at a state mental health hospital specializing in the care and treatment of elderly, mentally ill patients. A registered nurse in this position will be responsible for supervising the shift Head Nurses on each geriatric unit; assuring they carry out their supervisor roles/responsibilities; adequately staff their shift/units; consistently apply disciplinary actions; and communicate all needed information to their staff, assuring compliance with policies procedures so that the Nursing Service Department functions within guidelines set by nursing standards and accrediting organization to ensure the proper care and treatment provided to geriatric patients at this hospital. Develops/reviews/updates Nursing Services policy and procedures appropriate for the care of **geriatric** patients; serves as Chairperson for the Nursing Service Policy and Procedure Committee; assures annual review and revision of all nursing policies/procedures in caring for geriatric patients and introduces new policies as needed; accounting to the Director on Nursing for approval of new policies or revisions. Instructs/teaches Nursing Department staff and other hospital staff as appropriate so that staff has knowledge base and exhibit competency to perform their jobs correctly in caring for **geriatric** patients; surveying for educational needs and training opportunities as appropriate. Monitor/assures availability and maintenance of supplies and equipment so that nursing staff can provide quality patient care to geriatric patients; utilizing outside resources to obtain needed supplies/equipment and maintenance of same. Assumes responsibility for the Director of Nursing in his/her absence to assure continuation of quality nursing care for **geriatric** patients; supervising nursing staff indirectly, attending committee meeting,

overseeing contract services and working closely with the Facility Director in the operations of the Harper Center. Evaluates care needs of geriatric patients at the Harper Center and staffing needs/levels daily so that adequate staff is available to provide quality patient care to **geriatric** patients with attention to minimal use of overtime; trends in call-ins, and staff injuries. Complete reports pertaining to the care of **geriatric** patients and the operation of the Nursing Service Department in a timely/efficient manner. Assure reports provided by the units and keyboard are completed daily and maintained chronologically and securely for specified time intervals (i.e., 24 hour reports, patients' hourly check sheets, MHW assignment sheets, run-arounds, timesheets, sitter log book, etc.). Provide employee feedback and discipline as outlined by DMH and Nursing Service policy to facilitate quality care for **geriatric** patients. Make rounds on units at least four (4) times a week, with attention to patient care needs, environmental and equipment needs and repairs. Assure Infection Control guidelines for **geriatric** patients are followed by working closely with the Infection Control Nurse/Employee Health Nurse to assure compliance with Infection Control guidelines, communication of employee illness/injuries and supervising housekeeping staff to insure their adequate job performance relating to a clean environment. Performs other related duties necessary to maintain the efficient and effective operation of the Harper Center and promote the appropriate care of the **geriatric** patients.

**REQUIRED KNOWLEDGES, SKILLS, and ABILITIES:** Ability to direct / manage all facets of a comprehensive staff training and education program. Ability to assess / identify specific learning needs of staff assigned to all hospital functions. Ability to coordinate / schedule staff training classes. Ability to establish process for evaluating the effectiveness of training and education programs provided. Knowledge of / ability to maintain comprehensive staff training documentation and records system. Knowledge of The Joint Commission, Medicare, and Medicaid staff training and education accreditation standards. Knowledge of staff competency process. Knowledge of relationship connecting the performance improvement process and staff training / education program. Ability to train staff effectively.

**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 above mentioned. All relevant information is subject to verification. Drug screening is required. Security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.

**HOW TO APPLY:** Use an "Application For Professional Employment" (Exempt Classification) which may be obtained from this office. Applications should be returned to the Bryce Hospital, Human Resources Department, 200 University Boulevard, Tuscaloosa, Alabama 35401 by       **UNTIL FILLED**       in order to be considered for this position. Indicate your Alabama nursing licensure number on your application as directed. Current nursing licensure must be presented for inspection at time of interview. **An official copy of your academic transcript from the university or college from which you received your nursing degree is required and must be forwarded by the college or university to the personnel department at the above address.**

*“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.”*