

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

	Occ. Code	5525950
Associate Director Veterans Home Nursing, Grade 23		5525950
Director Veteran Home Nursing 1, M-1		5525960
Director Veteran Home Nursing 2, M-2		5525970

Brief Description of Class Series

Positions in this title series manage nursing programs at Veterans' Homes operated by the Department of Health (DOH). Incumbents of these positions oversee day-to-day nursing department activities; develop, implement, and monitor nursing policies and procedures; oversee the quality of care provided to residents; ensure facilities' compliance with laws, rules, and regulations; and collaborate with other department managers to ensure robust programming is provided to residents.

Distinguishing Characteristics

Associate Director Veterans Home Nursing: second-supervisory level; reporting to a Director Veterans Home Nursing 1 or 2; assists with management of nursing department operations; and supervises Nurse Administrator 1 and other staff assigned to facility nursing programs.

Director Veterans Home Nursing 1: managerial level; reporting to an Administrator New York State Veterans Home, directs nursing services for a facility; develops, implements, and monitors nursing care standards; and supervises Associate Director Veterans Home Nursing and other staff.

Director Veterans Home Nursing 2: managerial level; reporting to an Administrator New York State Veterans Home, directs nursing services and performs facility-wide administrative functions for facilities without a Deputy Administrator Veterans Home; develops, implements, and monitors nursing care standards; and supervises Associate Director Veterans Home Nursing and other clinical staff.

Related Classes

Nurse 2 conduct health assessments, diagnose and treat health problems, and execute medical regimens prescribed by a licensed health care provider. Incumbents

also serve on interdisciplinary health care teams and health related committees to plan and implement health care.

Nurse Administrators 1 assist and supervise nursing staff in the provision of nursing services to a group of units.

Illustrative Tasks

Associate Director Veterans Home Nursing

Supervises Nurse Administrator 1 and lower-level clinical staff assigned to nursing services.

Assists the Director Veterans Home Nursing 1 or 2 with management of nursing services and care provided to residents; assists in reviewing and preparing annual nursing department budgets.

Monitors nursing services provided to residents and ensures that they are consistent with laws, rules, and regulations; assists the Director in preparing for regulatory site visits.

Coordinates nursing services with other facility managers to ensure a holistic treatment approach for residents.

In consultation with Nurse Administrators 1, reviews staffing schedules for assigned shifts, schedules staff, and resolves staffing issues.

Performs quality assurance activities specific to nursing services, and reports to the Director on aspects of care, policies, or procedures requiring modification.

Investigates staff, family, and resident complaints; responds to inquiries verbally and in writing; escalates serious issues to the Director.

Represents the nursing department at facility-wide meetings in the absence of the Director.

Director Veterans Home Nursing 1 & 2

Director Veterans Home Nursing 1 & 2 perform similar functions. However, Director Veterans Home Nursing 2 perform facility-wide administrative functions in addition to directing nursing services for facilities without a Deputy Administrator Veterans Home, such as oversight of non-clinical departments, and planning, organization, and management of facility programs.

Supervises Associate Director Veterans Home Nursing and other clinical staff assigned to nursing services.

Develops and submits annual nursing department budgets to facility and DOH Health Facilities Management staff; monitors expenditures throughout the fiscal year.

Reviews and modifies nursing department operations to ensure compliance with laws, rules, and regulations, and to prepare for regulatory visits from accrediting bodies.

Coordinates nursing services with other facility managers to ensure a holistic treatment approach for residents.

Reviews staffing levels to assess recruitment needs and develops recruitment plans in conjunction with facility Human Resources staff; develops and maintains relationships with local nursing schools.

Oversees quality assurance activities specific to nursing services; reports issues and serious complaints requiring executive attention to the Administrator New York State Veterans Home.

Oversees infection control policies, procedures, and practices.

Represents the nursing department at facility-wide meetings.

Minimum Qualifications

Associate Director Veterans Home Nursing

Open Competitive: possession of a license and current registration to practice registered professional nursing in New York State; and three years post-licensure geriatric nursing experience in a geriatric facility, one year of which must have been geriatric nursing administrative/management experience.

Director Veterans Home Nursing 1

Open Competitive: possession of a license and current registration to practice registered professional nursing in New York State; a bachelor's degree in nursing, gerontology, or a master's degree in business administration, health care, health services administration, gerontology, or public administration; and four years of post-licensure geriatric nursing experience in a geriatric facility having at least 100 beds, two years of which must have been geriatric nursing administrative/management experience.

Director Veterans Home Nursing 2

Open Competitive: possession of a license and current registration to practice registered professional nursing in New York State; a bachelor's degree in nursing, gerontology, or a master's degree in business administration, health care, health services administration, gerontology, or public administration; and five years of post-licensure geriatric nursing experience in a geriatric facility having at least 100 beds, two years of which must have been geriatric nursing administrative/management experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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