



NURSING SERVICES - POSITION DESCRIPTION

POSITION TITLE: Director of Nursing

JOB CATEGORY: Nursing

QUALIFICATIONS:

Preference to be given to Masters graduate with appropriate years of experience.

OR Bachelor Degree in Nursing with appropriate years of experience as per Minister's Cabinet Decree # 10 (1975) and/or Decree # 9 (1975).

Maintains valid registration in Country of Origin and in UAE.

ACCOUNTABLE TO: Facility Director

REPORTS TO: Facility Director

ORGANIZATIONAL RELATIONSHIP:

Collaborates with multidisciplinary healthcare team, District Director of Nursing and Federal Department of Nursing.

1. POSITION SUMMARY

1.1 To strategically plan, delegate and evaluate services to ensure delivery of quality client care within the allocated areas of responsibility.

2. KNOWLEDGE, SKILLS, ABILITIES

2.1 Knowledge of current and established theories, concepts, principles and practices in:

2.1.1 Nursing

2.1.2 Human resources planning and management

2.1.3 Motivation

2.1.4 Total Quality Management

2.1.5 Leadership, management and organizational behavior

2.1.6 Communication and Information Systems

2.2 Budgeting and fiscal skills.

2.3 Understanding of the diverse cultural customs and religious beliefs of the clients.

2.4 Ability to communicate effectively in English.

2.5 Arabic language is desirable.

3. RESPONSIBILITIES

- 3.1 Exemplifies the practice of nursing in accordance with professional values and moral principles and maintains confidentiality as appropriate.
- 3.2 Enforces performance of nursing practice in line with facility, Federal Department of Nursing (FDON) and Ministry of Health (MOH) policies, procedures and standards.
- 3.3 Manages nursing services in response to client and facility needs supported by nursing knowledge, research and reflective practice.
- 3.4 Ensures that MOH and Federal Department of Nursing mission, philosophy and goals are communicated to nursing staff and that facility nursing activities are congruent with these missions and goals.
- 3.5 Appoints committees to implement nursing department functions and maintains the necessary reports and records related to the work of these committees.
- 3.6 Develops the Nursing Department's mission, philosophy , annual goals and objectives with the nursing team and ensures they are communicated to the nursing staff.
- 3.7 Plans for nursing services to effectively facilitate high standards of care, and comply with legislation, safety and employee health regulations.
- 3.8 Participates as a member in the facility interview committee for new employment.
- 3.9 Delegates responsibilities, duties, projects, to nursing personnel as appropriate to their level of knowledge, skills and abilities, offering support and guidance accordingly.
- 3.10 Participates in taking regular rounds at all hospital units/wards.
- 3.11 Participates as an active member on the various committees and advises on new projects, equipment, staff and policy decisions that affect patient care services.
- 3.12 Evaluates senior nurses under his/her charge and guides them in the process of performance management.
- 3.13 Ensures current knowledge of existing medical products and equipment and recommends new products and equipment for purchase as required by the facility and within the financial budget.
- 3.14 Ensures the availability and implementation of the professional development program for newly graduated nurses and continuing education program.
- 3.15 Proactively initiates and participates in meetings, in-service programs and projects as needed.
- 3.16 Promotes the nursing profession in all activities.
- 3.17 Acts on recommendations for change to ensure client and staff safety and takes timely and appropriate action following reports on unusual occurrences.
- 3.18 Reviews the units' monthly activity reports, statistical data and annual reports and submits them to facility director, District Director of Nursing and Federal Department of Nursing as required.

- 3.19 Ensures staff grievances are addressed, convenes the grievance and disciplinary committees accordingly and takes appropriate disciplinary action as recommended.
- 3.20 Promotes and participates in Total Quality Management Programs and supports the participation of the nursing units in quality assurance, research activities and patient safety program.
- 3.21 Acts as an advocate for clients and nursing staff by identifying and resolving service issues at an administrative level while ensuring a safe, healthy environment for clients and staff.
- 3.22 Acts as an active member in the hospital management board and presents nursing services' plans requiring approval from the board.
- 3.23 Cooperates with administrators, colleagues and other health care professionals at their request.
- 3.24 Liaises with the District Director of Nursing and the Federal Director of Nursing in areas affecting nursing and seeks counsel where appropriate.
- 3.25 Attends the Federal Department of Nursing meetings and participates in nursing committees as requested.
- 3.26 Supports the Federal Department of Nursing with the development of nursing in the UAE by identifying appropriate nurses for nursing committees and projects.
- 3.27 Conducts regular meetings with nursing supervisors, charge nurses and nursing personnel.
- 3.28 Maintains personal professional development through training and continuing education.
- 3.29 Ensures nursing personnel complete MOH competencies in line with Federal Department of Nursing Competency Guidelines.
- 3.30 Performs other job-related duties as assigned.

I have read and understood my Position Description. I understand that these responsibilities may be modified to meet arising needs in the health facility.

Signature: _____

Employee

Date: _____

Name (Print): _____

Employee

Facility Name:

Approved by:

Signature:

Review Date: 3 years

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