



NURSING SERVICES - POSITION DESCRIPTION

POSITION TITLE: Assistant/Deputy 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: Director of Nursing

REPORTS TO: Director of Nursing

ORGANIZATIONAL RELATIONSHIP:

Collaborates with multidisciplinary healthcare team members.

1. POSITION SUMMARY

- 1.1 To effectively plan, coordinate and evaluate nursing services under the supervision of Director of Nursing.
- 1.2 To coordinate patient care activities in collaboration with other nurse managers, administrative and technical personnel in the facility.

2. KNOWLEDGE, SKILLS, ABILITIES

- 2.1 Knowledge of current and established professional nursing concepts, principles and practices.
- 2.2 Knowledge and understanding of Continuous Quality Improvement and skills to develop and implement nursing standards of practice.
- 2.3 Administrative skills to effectively manage and direct staff and services.
- 2.4 Ability to motivate others to improve services.
- 2.5 Leadership, communication, conflict resolution and problem solving skills.
- 2.6 Understanding of the diverse cultural customs and religious beliefs of the clients.
- 2.7 Ability to communicate effectively in English.
- 2.8 Arabic language is desirable.

3. RESPONSIBILITIES

- 3.1 Monitors the practice of nursing in accordance with professional values and moral principles and maintains confidentiality as appropriate.
- 3.2 Monitors performance of nursing practice in line with the 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 Communicates MOH and Federal Department of Nursing mission, policy and goals to nursing personnel.
- 3.5 Assists the Director of Nursing in all duties and acts up in her/his absence or as requested.
- 3.6 Ensures nursing staff work within their scope of professional responsibility as defined by their job descriptions.
- 3.7 Delegates tasks to nursing personnel as appropriate to their level of knowledge, skills and abilities, offering support and guidance accordingly.
- 3.8 Discusses and exchanges views with nursing supervisors to identify and recognize staff and unit/ward needs.
- 3.9 Evaluates senior nurses under his/her charge and guides them in the process of performance appraisal and management.
- 3.10 Performs appropriate committee functions as assigned by DON.
- 3.11 Participates in Nursing Continuous Quality Improvement initiatives, in-service education programs, unit/ward meetings, and committee functions as assigned.
- 3.12 Acts as a professional role model and resource person.
- 3.13 Acts as a link between the Nursing Supervisors and Director of Nursing.
- 3.14 Maintains the records of nursing personnel (sick leave, duty rota, leave plans).
- 3.15 Collects the monthly activity reports, statistical data and annual reports and forwards them to DON.
- 3.16 Investigates and evaluates reports of unusual occurrences, takes timely and appropriate action and forwards the reports to the Director of Nursing.
- 3.17 Encourages and supports participation of the nursing units in Continuous Quality Improvement and research activities.
- 3.18 Provides a safe, healthy work environment by ensuring facility compliance with MOH policy regarding infection control, fire safety and security.
- 3.19 Conducts regular rounds with nursing supervisors to all hospital units to ensure quality client care and to assess the staff needs.
- 3.20 Communicates and coordinates with other departments to ensure quality client care.
- 3.21 Continues personal professional development through training and continuing education.
- 3.22 Ensures nursing personnel complete MOH nursing competencies in line with Federal Department of Nursing (FDON) Competency Guidelines.

3.23 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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