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: ___________________________ Date: __________________

Employee

Name (Print): ________________________

Employee

Facility Name:
Approved by:
Signature:
Review Date: 3 years
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