



NURSING SERVICES - POSITION DESCRIPTION

POSITION TITLE: District 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: District Director

REPORTS TO: District Director

ORGANIZATIONAL RELATIONSHIP:

Collaborates with District Director, Facilities' Directors, Directors of Nursing and Federal Department of Nursing.

1. POSITION SUMMARY

- 1.1 To strategically plan, coordinate and evaluate district nursing activities.
- 1.2 To develop and evaluate nursing practice in accordance with nursing standards within the district health facilities.

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
 - 2.1.7 Research
- 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 Strategically plans district nursing activities in response to community needs, supported by nursing knowledge, research and reflective practice.
- 3.4 Develops the District Nursing Department's mission, philosophy, goals and objectives in collaboration with the facilities' DON's.
- 3.5 Ensures the District Nursing Department's mission, philosophy, goals and objectives are congruent with the MOH and Federal Department of Nursing mission, philosophy and goals.
- 3.6 Manages the operations of the District Nursing Office.
- 3.7 Advises on approaches to effectively facilitate high standards of care, and complies with legislation, safety and employee health regulations.
- 3.8 Identifies and plans human resources needs in collaboration with the facilities' DON's for existing, expanded and new district programs.
- 3.9 Supports DON's in acquiring adequate human resources for district services.
- 3.10 Collects, analyzes and forwards statistical data, human resource status and annual reports to Federal Department of Nursing and others as required.
- 3.11 Reviews recruitment and promotion files for completeness and appropriateness in collaboration with facilities' DON's, approving and forwarding files as indicated.
- 3.12 Proactively initiates and participates in meetings, various committees and projects as needed.
- 3.13 Conducts regular meetings with facilities' DON's and nursing personnel within the district.
- 3.14 Promotes the nursing profession in all activities.
- 3.15 Encourages and supports evidence-based practice.
- 3.16 Initiates and promotes nursing research activities to enhance the quality of nursing practice.
- 3.17 Acts as an advocate for district nursing personnel.
- 3.18 Informs and advises the District Director on issues related to overall district nursing services.
- 3.19 Collaborates and consults with administrators, health professionals and colleagues at all levels as required.
- 3.20 Liaises with the Federal Department of Nursing in areas affecting nursing and seeks counsel as required.
- 3.21 Attends the Federal Department of Nursing meetings and participates in nursing committees as requested.
- 3.22 Supports the Federal Department of Nursing with the development of nursing in the UAE by identifying appropriate nurses for nursing committees and projects.

- 3.23 Promotes continuous quality Management initiatives in collaboration with facilities' DON's.
- 3.24 Maintains personal professional development through training and continuing education.
- 3.25 Ensures nursing personnel complete MOH nursing registration.
- 3.26 Ensures nursing personnel complete MOH competencies in line with Federal Department of Nursing Competency Guidelines.
- 3.27 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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