

Assistant Director of Nursing (“ADON”) JOB DESCRIPTION

Under the supervision of the Chief Nursing Officer (“CNO”), the Assistant Director of Nursing (“ADON”) provides direction, oversight, and supervision of the Nursing Department within the various programs at the hospital or facility. The ADON is a Registered Nurse (“RN”) and is responsible for administrative leadership, recruitment/retention efforts and compliance of all hospital or facility policies and procedures. The ADON provides supervision to the unit leaders, and is responsible for assisting in disciplinary actions which may or may not require the approval of a higher level of authority. The ADON provides supervision to nursing personnel regarding policies, procedures, and patient care delivery. The ADON ensures applicable standards of care are consistently maintained by all nursing personnel throughout the ADON's assigned program. The ADON provides instructions and guidelines are given by formal and informal coaching and mentoring.

The ADON is allowed considerable amount of independent judgment. This position is key to healthcare facilities maintaining licensure, commission or compliance in the nursing department since the ADON oversees the program, monitors standards compliance, and ensures guidelines are met. The ADON must guide and encourage employee participation in quality initiatives through application of overall knowledge of the agency and its programs. The ADON must encourage involvement and commitment to performance improvement activities; support the hospital or facility in the pursuit of its mission. The ADON serves on various committees as deemed necessary by the CNO.

Requirements:

Must be licensed to practice as a Registered Nurse (“RN”) with the Kansas State Board of Nursing, with at least two years of experience as an RN and at least one year of supervisory experience. The position requires a drug testing approved by the Kansas Department of Administration unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Additional training and certification as required by the hospital or facility prior to assignment working in patient care and such certification must thereafter be maintained without interruption during the agreed assignment with the hospital or facility. Must maintain a valid driver's license.

Preferred:

- Bachelor of Nursing or higher degree

ACKNOWLEDGMENT

I have reviewed and understand the above job description and believe it to be accurate and complete. I understand that management retains the right to modify or amend this job description at any time.

Employee Name

Signature

Date