 Director of Nursing Duties

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| Daily Duties | Weekly Duties | Monthly Duties | Quarterly Duties |
| * Review Nursing Shift Report
	+ Follow up on:
	+ Incident/Accidents/ Acute Conditions
	+ New Chemical/Physical Device Orders
	+ New Admits
	+ Hospital/ER Visits
	+ New orders
	+ New wounds
* Morning Rounds (Quick check with staff and residents)
* Daily Stand-up Meeting
* Review Staffing/Call-ins/Nursing PPD
* Update (802)-Matrix & (601) Long-Term Care Facility Application for Medicare and Medicaid
 | * Review of Pressure Wounds
* Medicare Meeting
* Central Supply (Medical/Nursing) ordering
* Weekly Weight review
* Committees (as assigned)
	+ Restraints/Devices/Falls
	+ Psychotropic/Behavior
	+ NAR/Hydration/Wounds
	+ Care Plan
* Follow up on RD and pharmacy recommendations
* Compliance Rounds
* Review Spend Down Budget
* Interviewing/Hiring
* Absence tracking and Disciplinary actions
* NHSN Reporting
 | * QAPI Meeting (Nursing, Staff Development and Infection Control)
	+ Complete audits as scheduled and develop and implement Action Plans as indicated
	+ Follow up on previous months Action Plan(s) for effectiveness
* Review Case Mix Report (as applicable)
* Restorative Meeting
* Infection Control Tracking/Trending and Antibiotic Stewardship - evaluate and in-service as indicated
* Fall Tracking/Trending
* Follow up on Pharmacy Consultant report and physician recommendations
* Review and update CMS 671 & 802 forms (to be done weekly when annual survey is expected)
* Review Quality Measure Report
	+ Follow up on flagged indicators and refer to QAPI committee if indicated
* Review Lab Log
* Record, package and destroy discontinued narcotics
* Review physician visits - check for compliance
* Schedule monthly nursing meeting
* Employee Evaluations
* Chart Audits (1-2 charts entirely)
* Monthly Change-Over
	+ Follow up for completion
	+ Review for omissions
* TB Skin Testing - follow up on completion/compliance - Employees Residents
* Staff Competencies
* Med Cart/Med Pass Compliance Review
 | * Review of Nurse Aid Training Program
* Review of Nursing Staff Inservice Education Records
* Survey Readiness Audits
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