 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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