Director of Nursing

Position Profile

Autumn, 2016

Luther Manor has partnered with Spano Pratt Executive Search to identify the Director of Nursing. For a confidential conversation and to learn more about this opportunity please contact Rose Spano Iannelli.

Rose Spano Iannelli
Spano Pratt Executive Search
www.spanopratt.com
rspano@spanopratt.com
T: 414.283.9533 / C: 414.839-5083
Organization

Luther Manor (The United Lutheran Program for the Aging, Inc.) is an independent nonprofit, accredited Life Plan Community (formerly referred to as a continuing care retirement community (CCRC)) based in Wauwatosa, Wisconsin. The organization is registered as a 501c3 accredited health care facility. Luther Manor provides skilled nursing care and services including a dedicated rehabilitation center licensed for participation in both Medicare and Medicaid reimbursement.

Independent Living, Supportive Living, Assisted Living, Hospice, Transitional Care (post-acute rehabilitation) and Skilled Nursing: For more than 50 years, Luther Manor has been providing excellent senior living options in a caring, Christian community. We offer a variety of housing choices with different levels of care available to suit the needs of our residents. Opportunities for enrichment, education and fellowship are included with all housing options, along with the peace of mind that comes when residents and family members know a full continuum of care is available as their needs change over time.

About 600 people call Luther Manor home, living at either our 29-acre campus in Wauwatosa, where we have three residences – The Terrace (Independent and Supportive Living), The Courtyards (Assisted Living) and the Health Care Center (Skilled Nursing) – or at River Oaks (Assisted Living) on our Mequon campus.

Luther Manor also offers Adult Day Services at our Wauwatosa campus and in Grafton (Lakefield Adult Day Services) through a community partnership with St. John Lutheran Church. Services on our Wauwatosa campus are transitioning from a medical model to a social model this summer. In addition to residents and Adult Day Service participants, our community also includes about 550 full- and part-time employees and 400 volunteers.

Offered in an environment that encourages an engaged life and promotes well-being, our programs are designed to help our residents to live active, inspired and meaningful lives based on each individual’s physical, cognitive, spiritual and relational needs. To read the full range of services visit https://www.luthermanor.org/services.
Mission & Promise

The mission of Luther Manor is to share God’s love by enriching the lives of older adults through excellent housing, care and services.

1. **Wauwatosa, WI** - The original campus of Luther Manor’s continuing care retirement community is located at 4545 North 92nd Street, just 15 minutes from downtown Milwaukee and Lake Michigan on 29 acres in suburban Wauwatosa. Situated in close proximity to the Milwaukee County Zoo, Miller Park and an abundance of shopping and dining venues, Luther Manor’s Wauwatosa residents have ample opportunity to visit and enjoy the local attractions.

   Luther Manor’s Wauwatosa campus offers a wide range of programs and services:
   - Retirement Living (The Terrace at Luther Manor)
   - Assisted Living (The Courtyards at Luther Manor)
   - Skilled Nursing Facility (Health Care Center)
   - Rehabilitation Center
   - Adult Day Services
   - Hospice Care
   - Spiritual Services
   - Health and Wellness programs
   - Life Enrichment programs

2. **Mequon, WI** - Luther Manor at River Oaks is a close-knit assisted living community located in the charming village of Mequon. Set in a peaceful, wooded area on the banks of the Milwaukee River, our community offers 24-hour health care assistance and a variety of other services to meet individual needs.

3. **Grafton, WI** - Luther Manor’s Lakefield Adult Day Center is located in the town of Grafton, about 15 miles north of Milwaukee. Adult Day Centers offer programs and activities for older adults that encourage social interaction and creativity, as well as promote healthy living through nutritious meals, physical fitness and personal well-being. Housed in St. John Lutheran Church, the Lakefield Adult Day Center is an example of collaboration between Luther Manor and partner congregations.
Position Profile

The Director of Nursing (DON) is responsible for the organization, planning and direction of the entire Health Care Center (Nursing Operations). The DON is accountable for the implementation and follow-through of policies, procedures and State and Federal regulations. The DON provides nursing leadership to the areas of pharmacy, therapies, clinic services, in-service education, as well as consultation of nursing services of Luther Manor Terrace, Courtyards at Luther Manor, Adult Day Services, Luther Manor Family Care, Luther Manor at River Oaks and Luther Manor Hospice.

General Functions:

- Encourages and models team approach to accomplish the Luther Manor Mission of providing excellent care and services to customers.
- Maintains current and up to date knowledge in the field of rehabilitation and geriatric nursing, assuring HCC nursing staff are updated.
- Encourages a culture of safety which includes addressing unsafe actions, immediately fixing unsafe conditions and educating staff regarding these. Coaches staff to put into place interventions specific to residents to prevent further incidents for that resident.
- Maintains resident/staff confidentiality.
- Responds to emergency situations as needed in all areas of Luther Manor in collaboration with nursing staff in those areas.
- Makes routine rounds on units to observe, examine and evaluate resident care, inspect environment and evaluate staff interactions and performance.
- Fosters and promotes effective relationships with other departments in the facility.
- Fosters and promotes effective relationships and serves as resource for staff, residents, families, volunteers and visitors.
- Integral part of Quality Assurance Performance Improvement Program (QAPI).
- Audits reports, records, charts for regulatory compliance, taking corrective action as needed.

Functions Overseen

- Oversees scheduling, attendance and status changes of nursing staff keeping within budget and ensuring that the needs of the residents are met.
- Oversees guidance and disciplinary action with nursing staff as issues arise for HCC nursing staff.
- Oversees direction and leadership to nursing department and oversees evaluation of their performance.
- Oversees the planning of in-service/continuing education for nursing staff in collaboration with the Education staff.
- Oversees the HCC QA&A and Infection Control programs.
- Oversees the education of staff and maintenance of HCC electronic medical records technology.
Responsible for:

- Collaborates with Chief Clinical Officer and Leadership Team to establish and accomplish organizational goals as well as department goals.
- Responsible for HCC administrative decisions in the absence of the Administrator.
- Actively participates in Management/Leadership committees, nursing department committees, and in facility CQI teams as goals and needs require.
- Develops annual Work Plan Objectives for Nursing in accordance with Luther Manor Core Values and Strategic Plan Strategies.
- Serves as key member on facility QAPI committee (part of regulation).
- Participates in marketing plan recommendations as related to the HCC Nursing Department.
- Informs Administrator of all serious or potentially serious occurrences.
- On Nursing Administrative Call 24/7. Coordinates call coverage in his/her absence.
- Assists with investigations related to Nursing Department personnel in conjunction with Social Services and Human Resources (i.e. resident complaints).
- Reviews resident incident/investigation reports and medication error reports for thoroughness, proper investigation, proper staff follow-up and timeliness.
- Reviews all HCC nursing department disciplinary actions.
- Prepares and is accountable for the HCC Nursing Department Budget (labor and supplies), Capital Budget items and HCC Resource Development Wish List Items.
- Participates in maintaining relationships with outside services for Laboratory, X-ray, Oxygen, IV Medications, Pool Agencies, etc.
- Reviews potential new residents with Client Relations staff as needed for ability to care for them and ensure cost effectiveness of care needed.
- Communicates with and updates Medical Director regularly.
- Monitors timely and appropriate completion of evaluations for all HCC Nursing Department staff; completes evaluations on direct reports.
- Interviews/selects potential HCC nursing staff (i.e. Nurse Managers and Nurses). Participates in interviews of key Luther Manor positions as needed.
- Develops and reviews Nursing Department policy and procedures to meet professional, statutory and organizational requirements.
- Facilitates monthly HCC Nursing Department staff meetings.
- Keeps up to date with nursing Home Regulations and changes in nursing practice.
- Ensures education is provided to staff regarding these changes and updating policies and procedures as needed.
- Communicates expectations to staff and ensures that staff has the resources, tools and information they need to accomplish the delivery of care and services to each resident.
- Other duties as delegated by Administrator/CEO.
Professional Experience

- Graduate of an accredited school of nursing.
- Wisconsin licensed Registered Nurse.
- CPR certified.
- Strong leadership skills with a minimum of 3 years of management experience as a DON, ADON or equivalent Supervisory nursing experience.
- Knowledge of current professional theory and practice, minimum of 3 years of experience in long term care.
- Good communication, organizational and leadership skills with attention to detail and accuracy.
- Proficiency in the use of computers for email, internet, database management, word processing, spreadsheets, form development, electronic health record documentation/auditing.
- Must demonstrate sound judgment, maturity and emotional stability in diplomatically dealing with physicians, residents, families, volunteers, visitors, staff and vendors.
- Ability to read, write, speak and understands the English Language.
- The mobility to spend the majority of work shift standing or moving about the facility.
- The mobility to respond quickly in emergency situations in all areas of the Luther Manor campus.
- The physical strength to move or assist residents following the plan of care as required in emergency situations in all areas of the Luther Manor campus.
- Must be able to push, pull or lift 50 pounds.
- Occasional reaching to head height with shoulder elevation up to 20 pounds.
- The ability to bend, squat, twist, lift, push/pull as well as guiding/standing by in case assistance is needed.
- Bimanual dexterity to give injections, administering medications, opening items as needed, use of computer.
- Knowledge of HFS132 regulations, including MDS.
- Knowledge of Federal regulations.
- Follows Administrative Dress Code.
- Must be able to pass routine or periodic drug testing per policy.

*Luther Manor is an Equal Opportunity Employer and provides employment opportunities to applicants without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, veteran’s status, disability or genetic information.*
Milwaukee, WI

Milwaukee, located in the Southeast portion of Wisconsin is a major league city—the business, cultural, sports and technical base of a four-county metropolitan market of 1.5 million people, making it the nation's 39th largest metro area. Milwaukee's many neighborhoods have much charm, and its beautiful parks are world-famous. Its lakefront downtown is busy, noted for its Old World charm and modern buildings. It is an affordable, comfortable place to live, do business and raise a family, big enough to be exciting and uncongested enough to get around in easily. It is safe, friendly and clean. It offers great restaurants, art galleries, museums, theatre, music and all of the pleasures of city life.

For more information on what Milwaukee has to offer, please visit: www.visitmilwaukee.org
www.choosemilwaukee.com
For more information on the community of Wauwatosa visit: http://www.villageprofile.com/wisconsin/wauwatosa/
For more information on the Mequon, WI area visit: http://www.ci.mequon.wi.us/

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Rose Spano Iannelli,
Partner Spano Pratt
Executive Search
rspano@spanopratt.com
414-839-5083 mobile / 414-283-9533 office