



Rancho Los Amigos National Rehabilitation Center

OUTPATIENT SERVICES

POLICY AND PROCEDURE

SUBJECT: Assistant Nursing Director – Administration, Duties
and Responsibilities

Policy No.: 02.02.03

Revision Date: 02/2022

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- I. Purpose: To describe the duties and responsibilities of the Assistant Nursing Director – Administration (ANDA) in Outpatient Services.
- II. Definition: The ANDA oversees clinic practice of nursing in a diverse scope of areas. This position ensures quality and appropriateness of care, responsible fiscal management, and effective departmental operations; applies the philosophy of nursing through the development, implementation and evaluations of policies, programs, and services. The ANDA collaborates with the Medical Directors, the Outpatient Administrator, and providers to meet needs of the department.
- III. Responsibilities:
 - a. Provides direction and leadership for outpatient care nursing and administrative activities, including planning, coordination, implementation, and evaluation of nursing services within assigned areas of responsibilities.
 - b. Contributes to the overall clinic function through involvement in appropriate departmental councils and hospital committees, including strategic planning, setting of outpatient care goals, standards, and budgets.
 - c. Serves as a creative and innovative force to continually monitor, evaluate, and improve patient care delivery of health services.
 - d. Represents outpatient nursing leadership in various interdisciplinary and interagency efforts.
 - e. Contributes to Outpatient Care mission and vision and success through effective management of resources, creative responses, and management approaches to changes in the health care environment and effective communication and collaboration with both internal and external customers.
- IV. Authority: The ANDA has the authority, in conjunction with the Medical Director and Outpatient Administrator to manage and oversee clinic operations, allocate and deploy resources, institute and effect policy approved by the Chief Nursing Officer on behalf of Executive Council or the Chief Executive Officer.

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