

**SKILLS FRAMEWORK FOR HEALTHCARE  
SKILLS MAP - ASSISTANT DIRECTOR OF NURSING**

<b>Sector</b>	Healthcare		
<b>Track</b>	Nursing		
<b>Sub-track</b>	Management		
<b>Occupation</b>	Nurse		
<b>Job Role</b>	Assistant Director of Nursing		
<b>Job Role Description</b>	<p>An Assistant Director of Nursing in the Management sub-track is responsible for nursing care services execution and outcomes evaluation. S/He is responsible for managing the nursing workforce within the subdivisions, including manpower planning, professional development, staff engagement and retention, as well as leadership succession planning. S/He is also responsible for managing the budget for the subdivisions to ensure prudent fiscal spending, and ensures emergency preparedness of the nursing subdivisions. S/He oversees performance of the nursing practice and departmental key performance indicators. S/He drives nursing quality, productivity and innovation.</p> <p>S/He operates in a wide variety of settings across acute care and community care.</p> <p>S/He should be strategic, resourceful, purposeful, and demonstrate system thinking skills. S/He should possess leadership skills in people and psychological capital and capability to create learning environments.</p>		
<b>Critical Work Functions and Key Tasks / Performance Expectations</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>	<b>Performance Expectations (For legislated / regulated occupations)</b>
	Oversee nursing manpower	Manage manpower to achieve optimal organisational efficiency	In accordance with: • Nurses and Midwives Act (Chapter 209)
		Implement action plans to effect improvements following Employee Climate Survey results	
		Appraise work performance of nurse leaders to support their professional development required for a high performing organisation	
		Develop succession plans for identified high-potential nursing staff to take up key leadership positions	
		Mentor identified high-potential nurses for leadership roles	
		Establish clear competency-based career progression pathways for nursing staff	
		Resolve conflicts, grievances and complaints	
		Provide guidance in the process of performance management	
		Evaluate staff performance management and coaching frameworks	
		Create conducive work environment to improve nursing retention and promote work-life balance	
Drive organisational and operational excellence	Oversee implementation of approved nursing operational work plans		
	Drive operational process improvement		

	Develop emergency response plans in accordance to organisational direction and collaboration with relevant departments for national emergencies			
	Assist supervisors in setting directions, targets and work plans to achieve the organisation's and regulator's guidelines			
	Establish procedures for service recovery			
	Promote nursing image and services within and across organisations and to the community			
Lead nursing, productivity and innovation	Promote a culture of innovation within the organisation and to the community to improve productivity and enhance patient care			
	Promote early adoption of technology to improve productivity and enhance appropriate care to patients			
<b>Skills and Competencies</b>	Technical Skills and Competencies		Generic Skills and Competencies	
	Change Management	Level 6	Leadership	Advanced
	Clinical Governance	Level 6	Developing People	Advanced
	Clinical Services Development	Level 5	Resource Management	Advanced
	Clinical Teaching and Supervision	Level 5	Global Mindset	Intermediate
	Department Financial Management	Level 5	Transdisciplinary Thinking	Advanced
	Emergency Response and Crisis Management	Level 5		
	Inter-professional Collaboration	Level 5		
	Nursing Manpower Planning	Level 5		
	Nursing Productivity and Innovation	Level 5		
	Nursing Research and Statistics	Level 6		
	Performance Management for Nursing	Level 5		
	Professional, Legal and Ethical Healthcare Practice	Level 6		
	Quality Improvement and Safe Practices	Level 6		
	Service Quality Management	Level 5		
	Strategy Management	Level 5		
Workplace Safety and Health	Level 4			
<b>Programme Listing</b>	For a list of Training Programmes available for the Healthcare sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/hc">www.skillsfuture.sg/skills-framework/hc</a>			