



*Le Verger*



MAISON D'ACCUEIL DE LA SCIENCE CHRETIENNE (CHRISTIAN SCIENCE)

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## **JOB DESCRIPTION**

### **Director of Christian Science Nursing (DCSN)**

#### **PREAMBLE**

Each employee accepts and supports Le Verger's concept and practice of Christian Science nursing care and will contribute to the harmonious atmosphere necessary for spiritual healing.

All staff members maintain total confidentiality of information to which they have access through their work activity, as required both professionally and ethically.

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## **1. QUALIFICATIONS**

- 1.1. Advertises in the current issue of The Christian Science Journal
- 1.2. Has received Primary class instruction and is a member of The Mother Church and of a Christian Science branch church or society.
- 1.3. Meets the requirements of Article VIII, Section 31, "Christian Science Nurse", in the Manual of The Mother Church
- 1.4. Practices in accord with the current "Christian Science Nurse Scope of Services" published by The Mother Church
- 1.5. Has sufficient education and experience as a Christian Science nurse and in supervising and leading Christian Science nurses

## **2. RELATIONSHIPS**

### **2.1. With the Executive Director and Board**

- a. Reports to and works in harmony and maintains open communications with the Executive Director on Christian Science nursing practice, operations, policy, organisation, and administration
- b. Represents the Board in the Christian Science Nursing Department by implementing and proposing updates to policies as needed / directed, in collaboration with the Executive Director
- c. Regularly reports to the Board on the functioning of the Christian Science Nursing Department; participates in Board meetings as requested on a consultative basis
- d. Conducts analyses and prepares reports upon request of the Executive Director and the Board

### **2.2. Outside Le Verger**

- a. Collaborates with the Executive Director in representing Le Verger in communicating with authorities such as health services, etc. and as needed in communicating and working with the Committee on Publication, The Mother Church, and other organizations involved with Christian Science nursing
- b. When necessary gives presentations on Christian Science nursing and Le Verger's practice of it

### **2.3. With other staff members**

- a. Works harmoniously with fellow Christian Science nurses and other staff, exemplifying the standard of spiritual perfection in the practice and ethics of Christian Science nursing
- b. Oversees and collaborates with the Deputy Director of Christian Science Nursing, delegates tasks as appropriate, guides his/her professional development, and ensures the Deputy Director's capacity to manage the Christian Science Nursing Department in the Director's absence
- c. Coordinates and oversees the work of the Christian Science nurses, delegates appropriate responsibilities and tasks, supervises and provides regular feedback
- d. Collaborates with Director of Christian Science Nursing Education regarding staff education and integration of Christian Science nursing practice and education activities

- e. Cooperates with those in charge of other sectors of the facility

#### **2.4. With patients, guests, and residents**

- a. Always ensures provision of proper Christian Science nursing care to patients and the wellbeing of guests and residents
- b. Together with the Executive Director, oversees the harmonious functioning of facility and field operations

### **3. TASKS AND RESPONSIBILITIES**

#### **3.1. Directly related to Le Verger's mission**

- a. Works metaphysically for Le Verger and its Christian Science nursing practice, in addition to twice daily prayer during work time by all Christian Science nurses.
- b. Ensures that Le Verger provides Christian Science nursing care in accordance with the teachings of Christian Science, The Manual of The Mother Church, the "Christian Science Nurse Scope of Services", Le Verger's mission and policies, and legal requirements
- c. Manages DCSN duties so that he/she regularly engages in providing Christian Science nursing care to patients in the facility and in the field, to (i) maintain and expand his/her practice, skills, and awareness of patient needs, (ii) directly observe and monitor the Christian Science nursing care Le Verger provides, and (iii) observe and participate in developing the practice and skills of the other Christian Science nurses
- d. Oversees admission of Rest & Study guests; monitors the situation of guests and residents and ensures that their needs are met

#### **3.2. Related to Christian Science nursing care in and outside the facility**

- a. In response and subsequent to applications for Christian Science nursing care, ensures that patient acceptance, admission, and discharge procedures are properly followed
- b. Is responsible for assessing the Christian Science nursing care needs of each patient in collaboration with the Deputy Director of Christian Science Nursing and Christian Science nurses on duty
- c. Ensures that each patient receives appropriate Christian Science nursing care in accordance with the teachings of Christian Science
- d. Ensures that the patients' care plans are kept up-to-date and that the Christian Science nursing team is immediately informed of any changes in care and correctly documents care provided (charting)
- e. Regularly visits or communicates with each patient (normally each day for in-house patients)
- f. Informs the Executive Director regularly on all care situations

### **3.3. Related to the functioning of the Christian Science Nursing Department**

- a. Answers calls and enquiries concerning Christian Science nursing care and oversees application of policies regarding acceptance of patients, admissions, the provision of Christian Science nursing care, etc.
- b. Ensures that the facility has sufficient Christian Science nursing staff with requisite qualifications and experience, working closely with the Executive Director and the Board as appropriate on issues of hiring, salaries, special leave, dismissals, etc; recruits Christian Science nurses in collaboration with the Executive Director
- c. Ensures that the Christian Science Nursing Department is adequately staffed each day on all shifts, including arrangements for holidays and days off
- d. Delegates appropriate responsibilities and tasks to Christian Science nurses consistent with the DCSN's responsibilities to the Executive Director and Board
- e. Supervises and provides regular feedback on the work of the Christian Science nurses
- f. Maintains a high standard of patient confidentiality within the Christian Science nursing team, ensuring that patients' privacy is thoroughly protected both inside and outside of Le Verger; explains this standard to patients and their responsibility in upholding confidentiality for their own well-being and that of others
- g. Ensures effective and harmonious communication and collaboration among Christian Science nursing staff, and is available to the Christian Science nurses as needed
- h. Oversees and supports the professional development of Christian Science nursing staff, including self-appraisals at least annually
- i. Organises metaphysical exchanges and meetings for the Christian Science nurses, and possibly for all the staff, in cooperation with the Executive Director
- j. Ensures that Christian Science Nurses' Job Descriptions and the various rules and regulations are up to date, in consultation with the Executive Director and (as needed) with the Board
- k. Encourages further Christian Science nursing education; collaborates with the Director of Christian Science Nursing Education in arranging appropriate courses, workshops, conferences and other developmental opportunities for Christian Science nurses including listing in the Christian Science Journal; ensures schedule flexibility and adequate staffing for such development
- l. Maintains familiarity with standards established by The Commission for Accreditation of Christian Science Nursing Organizations/Facilities, Inc.; ensures that the Christian Science Nursing Department complies with Accreditation standards and manages preparation for Accreditation reviews within the Department
- m. Manages and participates in Le Verger's annual self-assessment together with the Executive Director and one board member

### **3.4. Patient Acceptance, Admission, Discharge**

- a. In response to each application for Christian Science nursing care, convenes an *ad hoc* Acceptance/Admissions Team with the Deputy Director of Christian Science Nursing (or another Journal-listed Christian Science nurse working for Le Verger) and the Executive Director to review the application and determine whether or not to accept it; subsequently ensures effective management of the admission process for in-house patients
- b. In response to each request for discharge from Christian Science nursing care, convenes an *ad hoc* Discharge Team with the Deputy Director of Christian Science Nursing (or another Journal-listed Christian Science nurse working for Le Verger) and the Executive Director to determine whether a discharge procedure is needed; subsequently ensures effective management of the discharge process
- c. Reviews Rest and Study guest applications and decides on acceptance/non-acceptance together with the Executive Director

### **3.5. Operations**

#### **With Support Staff**

- a. Ensures that the secretary, cook, and housekeeping are informed of arrivals and departures of patients and guests; and that the secretary and kitchen are informed when a guest or patient invites someone for a meal
- b. Ensures that the cook is informed of any special needs of a patient or guest (for example, meal on a tray, no meat, portion size, etc.)
- c. Meets weekly with the cook to discuss upcoming meals and menu rotas
- d. Ensures that cleanliness is maintained in the Christian Science Nursing Department and informs housekeeping (or the Executive Director if necessary) of any additional cleaning tasks which go beyond routine requirements
- e. Ensures that equipment and furniture are well maintained in the Christian Science Nursing Department and informs maintenance (or the Executive Director if necessary) of any additional maintenance tasks that go beyond routine requirements.
- f. Together with the secretary, organizes transportation to and from the facility when necessary
- g. Stays abreast of and ensures that Christian Science nurses are aware of safety requirements and procedures

#### **With the Executive Director and Secretary**

- h. Provides billing information to the Secretary for invoice preparation
- i. Collects and checks timesheets of the Christian Science nurses and gives them to the Secretary for salary preparation
- j. Makes necessary purchases within financial limits set by the Board
- k. Monitors adequacy of Le Verger's rates for Christian Science nursing care and room and board and recommends rate changes to the Executive Director and Board

**4. ABSENCE FROM LE VERGER**

- 4.1. In advance of any absence from Le Verger for more than one week, the Director of Christian Science Nursing will: (i) designate a Christian Science nurse (in principle the Deputy Director of Christian Science Nursing) to assume this responsibility and inform the Executive Director of this designation; and (ii) ensure in advance that suitable Christian Science nursing personnel will be in place during his/her absence
- 4.2. His/her vacation or other absence should not coincide or overlap with any period during which the Executive Director will not be present at Le Verger