

# Nursing Supervisor JOB DESCRIPTION

Position Title:	Nursing Supervisor	Exemption Status:	Non-Exempt
Job Classification:		Job Code: GS 43	
Department:	Nursing Services		
Reports to:	Chief Nursing Officer		
Last Update:	October 17, 2013		

## **Job Summary**

This is a middle management position for supervisory coverage of the Nursing Department, other patient care areas and the hospital in general during night shifts. Responsibilities require knowledge of hospital and nursing policies and procedures, allowing independent judgment in their interpretation. The Nursing Supervisor duties include provision of managerial and clinical links between the nurse manager and department direction in their absence, and the administrator-on-call. Additionally, this position will include knowledge of Utilization Review rules and regulations as they assist physicians and staff in assigning admission status.

## **Essential Functions**

- Promote the mission, vision, and values of the organization
- Assess patient care requirements on each unit, by making rounds in the Emergency Department (ED), and all other areas of the hospital (according to departmental need/activity)
- Assess the acuity of care required by patient the patients
- Develop and implement staffing plan for shift based on patient acuity, patient census and available staff.
- Serve as a resource to staff for solving clinical problems.
- Assist staff to efficiently utilize staffing resources to meet patient care requirements and other professional responsibilities.
- Provide for immediate follow-up, documentation and communication of incidents to appropriate manager and director.
- Respond to emergency situations (RRT, Code Blue) and assists as necessary.
- Act as a resource in identifying and/or solving administrative/operational problems-
- Anticipate actual/potential problems that may occur on their shift and sets shift priorities accordingly.
- Work collaboratively with nursing and ancillary staff to solve problems in a fair, consistent manner.
- Contact representatives of departments not presently in the hospital for assistance with problem solving, timely and appropriately.
- Act as a resource, interpret and ensure adherence to Roosevelt General Hospital and nursing philosophy, policies and procedures.
- Report to the administrator-on-call significant incidents and problems such as:
  - o unusual patient or family problems or concerns
  - o physician concerns
  - o borrowing or lending of major equipment
  - o major damage or utility outages
  - o security problems
  - o public relations or media events

- union activities
- o fire
- o disaster
- o bomb threats
- o matters of legal importance
- o calls received from the Office of Healthcare Quality, Health Department or any other regulatory body
- Safety issues
- Obtain materials/supplies from Materials Processing and/or the Storeroom for patient care when these departments are not open
- Provide support, guidance and feedback to staff:
- Give ongoing timely feedback, verbal and written anecdotes, to staff on performance. Written anecdotes are passed on to the nurse manager or director to be used as part of performance evaluation.
- Contribute to evening, night and weekend staff performance evaluations.
- Facilitate staff attendance at staff development sessions, offered during their shift.
- Identify and communicate staff needs for continuing education to the Education Director
- Assist staff to interpret change in a positive manner.
- Assist staff to provide a safe work environment for patient care.
- Assist in the preparation and implementation of the annual goals for the department.
- Keep professionally current, by attending continuing education programs, seminars, workshops, Supervisor Conference Group Meetings, and/or independent research reading.
- Consistently and independently follows established safety and infection control procedures. Intervenes in unsafe situations.
- Comply with the standards of conduct and Corporate Responsibility Program and seeks guidance when in doubt.
- Meet or exceed expectations of individuals for whom service is provided.
- Assist physicians and staff in admission criteria for assigning admission status to patients (observation/admission)
- Monitor documentation for adherence to Utilization rules and regulations

#### **Non-Essential Functions**

Perform other duties as assigned

## **Professional Requirements**

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

### Qualifications

- Current registered nurse licensure in the state of New Mexico
- Minimum of five years acute care experience
- Working knowledge of assignment of admission criteria (education provided)
- Current Basic Life Support (BLS) certification or must be obtained within thirty (30) days of hire
- Current Advanced Cardiac Life Support (ACLS) certification or must be obtained within six (6) months of hire
- Pediatric Advanced Life Support (PALS) certification or must be obtained within six (6) months of hire
- Supervisory experience preferred

#### Knowledge, Skills, and Abilities

- Knowledge of nursing services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude

- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

## **Physical Requirements and Environmental Conditions**

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

## **General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.				
Employee's Signature	Date Date			