

SUPERVISING NURSE

GENERAL STATEMENT OF DUTIES: Supervises the professional nursing services and management of a clinical department or group of wards or units at a hospital, nursing home or health related facility; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for maintaining high standards of professional nursing services in the management of a department or group of wards or units with special emphasis on the supervision, instruction and coordination of a number of professional and non-professional nursing personnel. The work is performed under general supervision with wide latitude allowed for instructing, planning and making assignments to subordinates.

EXAMPLES OF WORK: (Illustrative only)

- Supervises the activities of and instructs professional and non-professional subordinates on aseptic, surgical, medical, obstetrical and isolation techniques in a clinical division or ward;
- Collaborates with medical staff in the care and treatment of patients and/or residents;
- Makes scheduled rounds of nursing units or wards and observes patient and/or resident condition;
- Arranges staffing patterns and maintains related records of professional and non-professional nursing services staff on nursing units or wards;
- Supervises the preparation of and submits descriptive medical, and statistical reports, records and data;
- Instructs and assists the nursing staff and auxiliary nursing personnel on nursing problems, clinical techniques, ward management and related activities;
- Coordinates the services rendered by other departments in the interest of effective management and patient welfare;
- Schedules operations and supervises the activities of operating teams, labor and delivery services;
- Performs a variety of personnel management, clinical department unit or ward management and supply distribution activities related to nursing service;
- Assists in the formulation and execution of nursing service policies and procedures;
- Promotes and maintains good relationships with patients and/or residents and their relatives and friends;
- Participates in in-service training as required;
- Prepares a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; Good knowledge of clinical division management, ward management and supply distribution practices; Ability to supervise the administration of therapeutic measures prescribed; Ability to secure the cooperation of others; Ability to plan and supervise the work of others; Ability to understand and carry out technical, oral and written directions; Good observation, mental alertness, thoroughness, cheerfulness, patience, emotional stability, sympathetic attitude towards the sick.

ACCEPTABLE TRAINING AND EXPERIENCE:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Nursing and two years of progressively

responsible experience in professional nursing activities, one year of which shall have been in a supervisory position; OR

- B. Graduation from an approved three year school of professional nursing and three years of progressively responsible experience in professional nursing activities, one year of which shall have been in a supervisory position OR
- C. Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in Nursing and four years of progressively responsible experience in professional nursing activities, one year of which shall have been in a supervisory position; OR
- D. Any equivalent combination of training and experience as indicated in (A), (B) and (C).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS

Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse