

SUPERVISING NURSE II

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work involving the performance of professional nursing services on a 8-hour/day basis in a nursing home. General supervision is received from Nursing administration, allowing for flexibility in making assignments to subordinates and for seeing that services are performed in accordance with professional nursing standards. Direct supervision is exercised over Registered Professional Nurses, Licensed Practical Nurses, and Nursing Assistants. This position differs from that of a Registered Professional Nurse and Charge Nurse by virtue of the increased supervisory responsibility and the degree of independent judgement necessary in the performance of duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and evaluates the work of several nurses in the care and treatment of residents;

May assist in rendering medications, treatments and dressings;

Makes rounds of nursing units a minimum of 3 times per shift to discuss problems, with Charge Nurse and ensure optimum care is given;

Assesses residents' physical, medical and psychological status and makes recommendations concerning care;

Assures employees adhere to policies and procedures;

Assists in preparing and monitoring the daily staffing plan, making adjustments as necessary;

Assists in management of the unit by expediting paperwork, participating in the hiring process and insuring the atmosphere is conducive to the needs of residents;

Provides staff and family with information and education of Willow Point Nursing Home policies and procedures;

Provides counseling for staff in relation to job clarification, job performance and personnel regulations;

Provides units with equipment and medical supplies as needed;

Maintains and provides a variety of records and reports;

Confers with the nursing administration and keeps them apprised of all issues as necessary;

Communicates and collaborates with Clinical Care Coordinator concerning problems related to resident care and staff duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of nursing techniques and their relation to medical and surgical practices and a high degree of skill in their application;

Good knowledge of medical supplies, sanitation and personal hygiene;

Working knowledge of modern principles and practices of nursing care administration;

Ability to carry out successfully the therapeutic measures prescribed;

Ability to understand and follow technical, oral and written directions;

Ability to keep records and make reports;

Ability to plan and supervise the work of others;

Ability to secure the cooperation of others;

Dependability, resourcefulness, good observation skills, professionalism;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Completion of a course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse; Licensure to practice as a Registered Professional Nurse in New York State and two years of nursing experience.