

Department: Horace Nye Home  
Classification: Non-Competitive  
Grade: 14 (40 hrs.) + 14.286% for HNH

SPEC DISK B1  
DOCUMENT 38

### HEAD NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining high standards of professional nursing services in the management of a nursing unit and for assessing needs of patients. This supervisory position exists in the County Skilled Nursing and Health Related Facility. The work is performed under general supervision with latitude allowed for instructing, planning and making assignments to subordinates. The incumbent does related work as required.

*Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans and supervises total nursing needs and activities relating to patient care within the nursing unit;
- Allocates types and amount of care to meet individual needs of each patient in carrying out physicians' orders;
- Collaborates with medical staff in care and treatment of patients;
- Provides for accurately descriptive records of the medical treatment and nursing care of patients;
- Takes reports and makes rounds with physicians;
- Checks physicians' orders, medication cards and charts to insure prompt and accurate execution of orders;
- Instructs and assists the nursing staff and auxiliary nursing personnel on nursing problems, unit management and related activities;
- Prepares daily patient reports;
- Coordinates the services rendered by other departments in the interest of effective management and patient welfare;
- Supervises the activities of professional subordinates in the bedside care of patients and the administration of medications and treatments on the unit;
- Orients new personnel and oversees participation in related staff development and in-service training programs;
- Identifies and studies nursing service problems and assists in solutions;
- Gives direct nursing care;
- Attends meetings and in-service programs;
- Assists in the formulation and execution of policies and procedures;
- Orders and maintains adequate stock of supplies, equipment, etc.;
- Promotes understanding of nursing home policies with patients, relatives and visitors;
- Assists in categorizing patients on the nursing care program.

HEAD NURSE - Continued

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; working knowledge of modern clinical unit management and supply distribution practices; working knowledge of geriatric nursing practices and procedures; working knowledge of the social and psychological factors related to patient care; ability to supervise the administration of therapeutic measures prescribed; ability to instruct staff in nursing procedures; ability to secure the cooperation of others; ability to plan and supervise the work of others; sympathetic attitude toward the sick; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in Nursing and one year of experience in professional nursing activities; or
- (b) Graduation from an approved three year school of professional nursing and two years of experience in professional nursing activities;  
or
- (c) Graduation from a regionally accredited or New York State registered college or university with an associate degree in nursing and three years of experience in professional nursing activities; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Possession of a valid license issued by the State of New York Education Department to practice as a Registered Professional Nurse at time of appointment.

Amended: 9/24/92