

Department: Horace Nye Home
Classification: Competitive
Grade: 8 M/C Plus \$2.00

SPEC DISK B6
DOCUMENT 09

SUPERVISING NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for management of all three shifts. Develops unit routines, plans and supervises nursing needs and activities related to patient care within the nursing unit. Duties are performed under the general supervision of the Director of Nursing and Facility Administrator with considerable leeway allowed in carrying out day to day activities. Supervision is exercised over a staff of registered professional nurses, licensed practical nurses, nursing assistants, and other assigned personnel. 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)*

Supervises Registered Professional Nurses, Licensed Practical Nurses, Nursing Assistants on all three shifts on their assigned units, overseeing care for the benefit of the residents;
Allocates types and amount of care to meet individual needs of each resident in carrying out physician's orders;
Instructs and assists the nursing staff and auxiliary nursing personnel on nursing problems, unit management and related activities;
Supervises the activities of subordinates in the bedside care of residents and the administration of medications and treatments on the unit;
Identifies nursing service problems and assists in solutions;
Gives direct nursing care;
Responsible for completion of reports as may be necessary;
Develops resident care plans, attends interdisciplinary care plan meetings as may be needed;
Assists in residents care programs;
Participates in Physicians or Physicians Assistants rounds and collaborates with medical staff in care and treatment of the residents;
Reviews Physician's orders, medication cards and charts to insure prompt and accurate execution of orders;
Assist in the formulation and execution of policies and procedures and promotes an understanding of same with staff, residents, relatives and visitors;
May assist in the admissions and discharges of residents;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of professional nursing techniques and practices as they relate to geriatrics; thorough knowledge of nursing unit management and supply distribution practices; ability to supervise the administration of 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; emotional stability; good observation; mental alertness; SUPERVISING NURSE - CONTINUED
compassion and respect for the elderly; patience; 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 bachelor's degree in Nursing and one year of experience in professional nursing activities; or
- (b) Graduation from a three year school of professional nursing and two years of experience in professional nursing activities; or
- (c) Graduation from a regionally accredited or N.Y.S. registered college or university with an associate's 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:

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

Amended: 3/09/01

Revised: 1/14/2004