

SUPERVISOR OF HEALTH SERVICES (DCC)

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional and supervisory position involving responsibility for maintaining high standards of professional nursing services in the management of the Health Services Center of Dutchess Community College. Special emphasis is usually placed on supervision, instruction and coordination of a number of nursing personnel and clerical staff. Specialized assignments may be given to incumbents as additional duties. The work is performed under general supervision with considerable latitude allowed for planning, scheduling, instructing and making assignments to subordinates.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Provides and oversees primary nursing care to students of the College, including maintaining patient records, and documenting all nursing/medical services;
2. Supervises nursing practices to ensure a high quality of professional service and maintenance of agency standards; reviews nursing care records and reports;
3. Supervises nurses, clerical staff, and student workers; schedules staff to maintain office coverage, approves/disapproves time off requests; orientates and trains staff on health services standards and procedures;
4. Assists in the formulation and execution of policies and procedures related to maintaining nursing standards within the department;
5. Assists in planning and conducting educational programs for nursing and other staff;
6. Ensures that all on campus clinical programs are compliant with regulatory agencies by maintaining clinical student records;
7. Coordinates clinical experiences for nursing students in conjunction with nursing department;
8. Provides consultation on students with specialized needs, and coordinates with appropriate departments to assure student success;
9. Prepares and maintains policy and office procedural manuals and other informational materials;
10. Coordinates scheduling of contract physician and medical consultants;
11. Coordinates outside agencies services, such as prescription, laboratory and radiology services;
12. Screens all health information for incoming and residential students assuring compliance with state mandates and requirements for on-campus living;
13. Gathers data and prepares a variety of reports, summaries, and records for administrative units and for compliance with state mandates (ie, PHL2165 and PHL2167);
14. Provides input on the financial planning process for the office; assists in the preparation of the department budget and oversees budget expenditures; orders and tracks all medical supplies for office use;
15. Serves as liaison between the college, regulating agencies, hospitals, and healthcare providers;
16. Serves on various college committees as the health resource person;
17. Schedules outside community services for on-site testing (ie, Planned Parenthood);
18. May perform a variety of specialized assignments as assigned.

SUPERVISOR OF HEALTH SERVICES (DCC) (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of current nursing practice and supervision;
Knowledge of the administrative organization of community facilities;
Skill in the application of nursing procedures and techniques of patient care;
Ability to plan and supervise the work of others;
Ability to establish and maintain cooperative working relationships;
Ability to communicate effectively; ability to accept and utilize guidance;
Ability to perform duties in accordance with A.N.A. Code for Professional Nurses;
Ability to communicate effectively, both orally and in writing;
Sensitivity to individual and cultural differences;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Nursing and two (2) years of progressively responsible experience in professional nursing activities, one (1) year of which shall have been in a supervisory position;
- OR: (B) Associate's degree in Nursing and four (4) years of progressively responsible experience in professional nursing activities, one (1) year of which shall have been in a supervisory position;
- OR: (C) Any equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: Only education gained at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees is acceptable for purposes of qualification.

SPECIAL REQUIREMENT:

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

ADOPTED: 1/1/2019