

SUPERVISOR OF NURSES

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 a department, group of wards or an entire institution on an assigned shift. Special emphasis is usually placed on the supervision, instruction and coordination of a number of nursing personnel. Specialized assignments may also 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:

1. Supervises all phases of the nursing service in the management of a department, group of wards or an entire institution on an assigned shift;
2. Collaborates with medical staff in the care and treatment of patients;
3. Supervises the preparation of and submits descriptive medical and statistical reports, records and other data;
4. Instructs and assists the nursing staff and auxiliary nursing personnel on nursing problems, clinical techniques, ward management and related activities;
5. Schedules the work of staff, makes adjustments to schedules and approves/disapproves time-off requests;
6. Coordinates the services rendered by other departments in the interests of patient welfare and effective management;
7. Performs a variety of clinical department, ward and personnel management duties as required;
8. Prepares a variety of records, reports and summaries;
9. May instruct professional and sub-professional staff on various subjects such as catheter care, safety, aseptic technique and isolation techniques;
10. Promotes and maintains good relationships with patients and their relatives and friends;
11. Assists in the formulation and execution of policies and procedures;
12. May give orientation to new employees;
13. May perform a variety of specialized assignments as assigned;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of professional nursing techniques and their relation to medical and surgical practices; (in the County Home and Health Related Facility) good knowledge of the needs and concerns of the geriatric patient; working knowledge of the modern principles and practices of nursing administration; skill in applying professional nursing procedures and techniques; ability to supervise the administration of therapeutic measures prescribed; ability to supervise the work of others; organizational ability; ability to secure the cooperation of others; ability to communicate effectively, both orally and in writing; good powers of observation; cheerfulness; patience; firmness; emotional stability; sympathetic attitude towards the sick; physical condition commensurate with the demands of the position.

SUPERVISOR OF NURSES (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (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 (2) years of progressively responsible experience in professional nursing activities, one (1) year of which shall have been in a supervisory position;
- OR: (B) Graduation from an approved three-year school of professional nursing and three (3) years of progressively responsible experience in professional nursing activities, one (1) 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'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: (D) Any equivalent combination of training and experience as indicated in (A), (B) and (C) above.

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.

NR0211

ADOPTED: 05/08/74

REVISED: 06/22/82 07/24/84 08/01/85 07/01/91