

METHADONE NURSE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional and supervisory nursing position in the Methadone Clinic of the Department of Mental Hygiene. Incumbent provides direct patient care and also maintains the nursing standards of the program under the general direction of the supervising physician. The employee works under the general supervision of the Administrator of Methadone. Supervision is exercised over all nursing employees in the program.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Responsible for the administration of nursing care and distribution of methadone to all patients in the program;
2. Schedules and assigns nursing services to insure coverage of unit by registered nurses;
3. Administers medication to patients;
4. Monitors overall physical condition of clients;
5. Provides family therapy for methadone patients and their family members;
6. Oversees the maintenance of medical and medication records and reports;
7. Assists the Administrator of Methadone in coordinating the medical and psychological services offered at the clinic;
8. Reviews performance of nurses for conformance to program standards and supervising physician's orders;
9. Provides input into benefit time approval, performance appraisals, and the selection process for nurses in the unit;
10. Prepares written reports on nursing activities;
11. Orientates new nursing employees in the methadone program.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of current nursing practices;

Good knowledge of the principles and practices of community mental health nursing;

Good knowledge of the problems and concerns of the substance abuser;

Good knowledge of the principles and practices of supervision;

Skill in the application of current nursing procedures and techniques;

Ability to maintain competency and to keep abreast of latest developments in the mental health field;

Ability to supervise the work of others;

Ability to communicate effectively, both orally and in writing;

METHADONE NURSE SUPERVISOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Ability to establish and maintain cooperative working relationships with others;
Ability to perform duties in accordance with the ANA Code for professional nurses;
Ability to relate sympathetically to a potentially difficult patient population;
Personal characteristics necessary to perform the duties of the position;
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 a Registered Professional Nurse PLUS two (2) years of community mental health or psychiatric nursing experience, one (1) year of which shall have been in a methadone program.

SPECIAL REQUIREMENT:

Eligibility for a New York State Registered Professional Nurse's license at time of application.
Possession of the license at time of appointment.

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ADOPTED: 09/14/83
07/01/91