

SUPERVISING NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and administering the delivery of nursing care to residents of a health care facility. The incumbent is responsible for administering a high standard of nursing care in accordance with nursing care practices and procedures and maintaining such in the management of a department or group of wards within a health care facility. The class of Supervising Nurse differs from the class of Head Nurse by virtue of the fact that a Supervising Nurse is responsible for overseeing the supervision, instruction and coordination of all nursing personnel and for maintaining the continuity of total nursing care around the clock. The work is performed under the general direction of higher level management personnel allowing for wide latitude in making professional judgements as they pertain to the administration and delivery of nursing care. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees the delivery of nursing care by licensed nursing personnel as well as certified nursing personnel in accordance with care plans;

Supervises and collaborates with medical personnel regarding the care and treatment of residents and assesses any changes in the condition of residents;

Supervises the gathering and preparation of data received from nursing personnel and prepares descriptive medical and statistical reports;

Responds to questions from nursing personnel regarding nursing problems, ward management and related activities and provides assistance as appropriate;

Coordinates services provided by Social Welfare personnel, Occupational Therapists, Physical Therapists and outside consultants;

Directs all departments in the event of an emergency, fire evacuation, infectious disease control or social event;

Provides direct and indirect care to residents as needed and/or assigned;

Supervises the activities of nursing personnel regarding surgical and isolation techniques in a clinical division and corrects inappropriate or unsafe practices as appropriate;

Ensures the safe dining activity of residents;

Performs a variety of activities including personnel, clinical, unit and ward management and supply distribution;

Supervises a variety of personnel and ward management activities;

Develops and implements standards for nursing practices and procedures;

Promotes and maintains good relationships with residents and/or their relatives and friends;

Recommends training needs for nursing personnel;

Maintains professional competence through participation in in-service training and encourages others to participate as needed;

Prepares a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; good knowledge of clinical division management, ward management and supply distribution practices; ability to supervise the administration of therapeutic measures prescribed; ability to secure the cooperation of others; ability to plan and supervise the work of others; ability to understand and carry out technical oral and written instructions; good observation; mental alertness; thoroughness; cheerfulness; patience; emotional stability; sympathetic attitude towards 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 four (4) year college or university with a Bachelor's Degree in Nursing, and two (2) years of experience in professional nursing activities, one (1) year of which shall have been in a supervisory position; **OR**
- B. Graduation from an approved three (3) year school of professional nursing and three (3) years of 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 (2) year college with an Associate's Degree in Nursing and four (4) years of experience in professional nursing activities; one (1) year of which shall have been in a supervisory position; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C.

Special Requirement for Acceptance of Applications: 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.

ULSTER COUNTY
7010 SUPV NURSE
Classification: Competitive
Grade: 16
Union: CSEA

Adopted: April 11, 1978
Revised: July 18, 1980
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Revised: January 24, 2002