



JOB DESCRIPTION

Position Title: Nursing Supervisor
Department: Nursing Services
Reports To: Chief Nursing Officer
Date Revised:
Date Reviewed:
Created: 05/26/2017

DESCRIPTION OF POSITION

In collaboration with the Department Managers and Chief Nursing Officer, the Nursing Supervisor promotes department goals, objectives, standards of performance, and policies and procedures. Promotes the implementation and ensures compliance with Standards of Nursing Practice that promote optimum health care delivery. Responsible for staff personnel functions including interviewing, orientation, evaluations and constructive counseling. Actively participates in quality improvement activities and assists in the development and monitoring of the budget nursing budget. Will be responsible for administering additional programs as the Chief Nursing Officer deems necessary. Other duties as assigned.

The above statement is intended to describe the nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

QUALIFICATIONS

- Graduation from an accredited school of nursing.
- Current nursing license in the state of Washington.
- Current ACLS and other certifications as required by the hospital.
- Minimum of 5 years experience as a staff nurse.
- Emergency Department experience required. Must be able to work independently and guide staff in the ED.
- Management experience preferred.

REQUIRED KNOWLEDGE AND SKILLS

Supports hospital mission and strategic vision; manages hospital resources appropriately; complies with hospital policies and programs; maintains skill levels, licenses, and certifications; complies with all state and federal Compliance and HIPAA requirements; keeps lines of communication open between self and other hospital personnel; competent with computer programs; proper telephone etiquette and appropriate personal interaction; shows professional respect and courtesy to patients, families, physicians or colleagues; must be able to work well with others.

ESSENTIAL JOB FUNCTIONS

1. Meets hospital organizational responsibilities:
 - a. Regularly attends monthly staff meetings and other scheduled meetings.
 - b. Fulfills QI data collection requirement; participates in QI activities.
 - c. Follows state regulations for department facilities and maintains Policy and Procedure manuals as required.
 - d. Follows Human Resource policies regarding hiring procedures, timeliness of staff evaluations, and disciplinary actions.
 - e. Follows all other hospital-wide policies and procedures (Infection Control, Employee Health, etc.).

2. Department Management and Management Skill Development:
 - a. Attends management development seminars.
 - b. Participates in and supports other management activities.
 - c. Demonstrates growth in management skills such as time management, conflict management, problem solving, and decision making.
 - d. Anticipates, plans, and implements staffing alternatives when needed.
 - e. Fosters department harmony and staff development by utilizing effective communication methods and staff participation in department functions.
 - f. Participates in management council.
 - g. Ensures appropriate orientation and education of all new hospital employees and ensures department and staff are up-to-date on yearly orientation.

3. Financial Responsibilities:
 - a. Monitors monthly financial reports and utilizes them for staffing and supply adjustments.
 - b. Completes variance analysis forms as appropriate and in a timely manner.

- c. Works with Materials Management for cost-effective methods to supply department.
 - d. Prepares and submits yearly budgets on time.
4. Organization Reporting Structure:
- a. Staff relates department/job issues to Supervisor for follow-up.
 - b. Supervisor contacts Department Manager on issues of policy and performance and follows organizational chart to resolve those issues.
5. Collaborates with the Department Managers and Chief Nursing Officer on strategies for implementing the goals and objectives of Nursing Services and those of the hospital. Focuses on all aspects of communication intra and interdepartmentally.
- a. Assists in goal development for the nursing department and implementing them with the nursing staff.
 - b. Assures that policies and procedures are written and revised as needed.
 - c. Educates, evaluates and directs nursing staff in following policies and procedures.
 - d. Utilizes various communication strategies to inform nursing and hospital staff of policy changes, meetings, etc.
 - e. Is an active participant in nursing administration and staff meetings.
 - f. Analyzes and monitors staffing patterns based on patient acuity documentation.
 - g. Assists the Human Resources Director in efforts to meet all federal, state and regulatory agency requirements.
6. Assesses the quality of care rendered by the nursing staff through observation, report, chart review, quality memos, and physician, patient/family and staff feedback. Participates in department specific and hospital-wide quality improvement activities.
- a. Utilizes several methods for quality of care assessment-chart review, feedback, formal quality documents.
 - b. Identifies and notes areas of excellence and improvement opportunities.
 - c. Assists in the development and implementation of quality improvement teams/activities.
 - d. Provides quality improvement data collection and analysis methods.
 - e. Functions collaboratively with inter-department opportunities and problem solving.
 - f. Assists with time cards and utilizes that knowledge for staff evaluation.

7. Collaborates with the Department Managers and Chief Nursing Officer on methods for promoting and improving the quality of patient care through staff evaluations, education, and constructive counseling.
 - a. Assists in interviewing new hires and is responsible for orientation of new staff.
 - b. Participates in staff evaluations and performance improvement counseling.
 - c. Promotes on-going staff development opportunities through in-services, formal programs, skills labs, etc.

8. Functions as a skilled nursing practitioner and demonstrates professionalism in staff and patient activities.
 - a. Utilizes the nursing process and documents that process accordingly.
 - b. Is knowledgeable about required patient care equipment, medications and supplies, safety and maintenance standards.
 - c. Undertakes opportunities for family and patient education by self and through staff.
 - d. Maintains and promotes patient confidentiality.
 - e. Promotes continuity of patient care through communication with physicians, ancillary colleagues, nursing staff, discharge planning etc.

9. Provides discharge planning support and utilization review when needed.
 - a. Initiates discharge placement.
 - b. Makes calls to insurance companies to validate patient length of stay.
 - c. Completes swing bed requirements on weekends as needed.

PHYSICAL REQUIREMENTS

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	Never (0%)	Seldom (1%-10%)	Occasionally (11%-33%)	Frequently (34%-66%)	Continuously (67%-100%)
Sitting			X		
Standing				X	
Walking				X	
Bending/ Stooping			X		
Crawling		X			
Twisting			X		
Squatting/ Kneeling		X			
Climbing (Stairs/Ladders)		X			
Lifting 25 lbs.			X		
Carrying 25 lbs.	X				