

HEAD NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing nursing service activities including the preparation of nursing care plans in patient care units of the County Department of Nursing Homes. The work is performed under general direction or general supervision, depending on the staffing pattern on a particular shift, and requires the exercise of independent judgement in directing the activities of personnel involved in nursing services. Supervision is exercised over the work of registered nurses, practical nurses, nurse aides, volunteers, and clerical employees. A Head Nurse does related work as required.

TYPICAL WORK ACTIVITIES:

- Assigns duties to professional and auxiliary personnel based on patient needs, available staff, and unit(s) needs;
- Supervises and evaluates work performance in terms of patient care, staff needs, and efficiency of service;
- Observes nursing care and visits patients to ensure that nursing care is carried out at directed and treatment is administered in accordance with physician's instructions;
- Instructs staff in proper techniques of care;
- Maintains a safe environment for patients;
- Accompanies physician on rounds to answer questions, receive instructions, and note patient care requirements, reports to replacement on next shift on conditions of patients or of any unusual actions taken;
- Completes Minimum Data Sets (MDS), a comprehensive resident assessment tool used for Medicare and Medicaid residents;
- May be designated as MDS Coordinator assuring timely completion of MDS forms and Resident Assessment Instruments (RAI), which serve as a basis for financial reimbursement;
- May act as moderator at Comprehensive Care Plan reviews;
- May render professional nursing care and instructs patients and members of family in techniques and methods of home care after discharge;
- Directs preparation and maintenance of patient's clinical record including nursing and medical treatment and related services provided by staff nurses;
- Ensures established inventory standards for medicines, solution, and supplies for the unit(s);
- May administer medications and performs treatments as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of nursing principles, techniques, and terminology including those of geriatric and rehabilitative nursing; ability to plan, direct, and supervise the work of others; ability to communicate effectively with others both orally and in writing; emotional stability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Possession of a current license to practice as a registered professional nurse issued by the State of New York.

CATTARAUGUS COUNTY CIVIL SERVICE

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