

NURSE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing nursing activities on an assigned shift in a nursing facility of the County Department of Nursing Homes. The work is performed under general direction or general supervisor, 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. A Nurse Supervisor does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans for and directs the provisions of nursing service to insure complete and competent nursing care for patients;
- Coordinates the nursing service with other activities of the facility;
- Participates with administrative and professional personnel to assist in establishing and reviewing policies, programs, and procedures;
- Makes contacts as necessary with nurses, physicians, patients, and relatives of patients regarding the care of patients and related activities;
- Evaluates personnel involved in nursing services rendered in the institution;
- Keeps abreast of new developments in nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed;
- Assists in the formulation of unit budget;
- Instructs staff in proper techniques of providing care;
- Acts as facility administrator when scheduled in absence of other managerial personnel;
- May administer medications and perform treatments as necessary.

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; thorough knowledge of modern principles and practices of nursing administration; thorough knowledge of institution personnel management practices relating to nursing service; ability to supervise the administration of therapeutic measures prescribed; ability to secure the cooperation of others; good organizing ability; demonstrated ability to supervise the work of others; mental alertness; patience; firmness; emotional stability; physical condition commensurate with the demands of the position.

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

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 6/5/91