

APPLICATIONS ARE BEING ACCEPTED AT THE WAYNE COUNTY HUMAN RESOURCE DEPARTMENT FOR THE POSITION OF SUPERVISING NURSE, AT THE WAYNE COUNTY NURSING HOME.

THIS IS A COMPETITIVE CLASS POSITION REQUIRING APPLICANTS TO PARTICIPATE IN A TRAINING AND EXPERIENCE EVALUATION. \$PLEASE COMPLETE THE APPLICATION IN DETAIL. THE EXPERIENCE AND TRAINING YOU INCLUDE ON THE APPLICATION WILL BE USED TO RATE YOUR APPLICATION.

PLEASE INCLUDE A COPY OF YOUR LICENSE WITH YOUR APPLICATION.

10.00 FILING FEE MUST BE SUBMITTED WITH COMPLETED APPLICATION.

2011 HOURLY RATE: \$ 29.286

LAST FILING DATE: September 2, 2011

SHIFT: 7 – 3

SUPERVISING NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for maintaining high standards of professional nursing services in the management of a department, unit or group of units with special emphasis on the supervision, instruction and coordination of a number of professional and non-professional nursing personnel related to patient and /or resident care. The work is performed under general supervision with wide latitude allowed for instructing, planning and making assignments to subordinates.

TYPICAL WORK ACTIVITIES:

- ◆ Supervises the activities of and instructs professional and non-professional subordinates in nursing care practices and techniques in a clinical division or unit;
- ◆ Collaborates with medical staff in the assessment, care plan, and treatment of patients and/or residents;
- ◆ Obtains and supervises sufficient professional and non-professional staff depending on needs of patients and/or residents;
- ◆ Makes scheduled rounds of nursing unit(s) and observes patient and/or resident condition and checks quality of nursing care and treatment;
- ◆ Arranges staffing patterns and maintains related records of professional and non-professional nursing services staff on nursing units;
- ◆ Coordinates nursing assessment of patients and/or residents and oversees provision of supportive or restorative nursing care;
- ◆ Evaluates subordinate staff members and recommends training and/or further orientation;
- ◆ Supervises the preparation of and submits descriptive medical, and statistical reports, records and data;
- ◆ Instructs and assists the nursing staff and auxiliary nursing personnel of nursing problems, clinical techniques, such as checking physicians orders and chart accuracy;
- ◆ Coordinates the services rendered by other departments in the interest of effective management and patient and/or resident welfare;
- ◆ Promotes and participates in patient and/or resident education and rehabilitation;
- ◆ Performs a variety of personnel management, clinical department or unit management and supply distribution activities related to nursing services;
- ◆ Assists in the formulation and execution of nursing services, policies and procedures;
- ◆ Promotes and maintains good relationships with patients and /or residents and their relatives and friends;
- ◆ Periodically assesses nursing care plans and revises them as needed;
- ◆ Orients new personnel and oversees participation in related staff development and in-service training programs;
- ◆ Prepares a variety of records and reports;
- ◆ Does related work as required.

FULL PERFORMANCE KNOWLEDGE, 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 nursing division or unit 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 directions; good observation; mental alertness; emotional stability; physical condition commensurate with the demands of the position;

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MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Nursing and two years of experience in professional nursing activities, one year which shall have been in a supervisory position; or
- B. Graduation from an approved three year school of professional nursing and three years of experience in professional nursing activities, one year of which shall have been in a supervisory position ; or
- C. Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in Nursing and four years of experience in professional nursing activities, one year of which shall have been in a supervisory position; or
- D. Any equivalent combination of training and experience as indicated in "A", "B" and "C" above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS; Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of license at the time of appointment.