

Title: Nursing Supervisor
Department: Nursing Services
Reports to: VP of Patient Services

Summary/Objective

Under the direction of the Vice President of Patient Services, the Nursing Supervisor performs a wide range of duties related to the Hospital's Nursing Departments, to ensure we provide the highest quality and cost effective nursing practices.

Essential Functions

- Coordinate Nursing activities on the various units to provide conformity to acceptable standard of patient care; use and care of supplies, equipment and furnishings; maintenance of required records and reports; and the adherence to all applicable regulations and policies.
- Clarify information or directives as received from the VP of Patient Services or other administrative staff members.
 - A. Disseminate to appropriate personnel.
 - B. Clarify and/or interpret policies and procedural guides.
 - C. Interpret Nursing Service functions and policies to other departments and clarify interrelationships.
 - D. Resolve or arbitrate problems arising from Nursing Service units.
 - E. Promote and maintain harmonious relationships among Nursing personnel, medical staff, patients and others.
 - F. Counsel with employees of the Nursing Service on matters related to performances, personal problems and assignments.
- Discuss Nursing Service activities and review related reports with the VP of Patient Services. Prepare or supervise the preparation of various reports with respect to Nursing Service activities.
- Provide periodic, regular rounds of patient areas and observe quality of Nursing Service rendered and of technique and procedures being employed. Observe patient and discuss aspects of Nursing Care Plans and determine status and condition of the patient. Visit critically ill patients and observe condition, progress, reaction and the need for specific care procedures when necessary.
- Suggest or direct changes in staffing patterns and the assignment of personnel so as to adequately meet patient care requirements.
- Notify legal authorities, mortuaries, CORE, Coroner, etc. as circumstances may require.
- Supervise the compliance with sanitation, safety, housekeeping and administrative regulations and policies.
- Serve on various committees and groups engaged in formulation of policies, procedures, etc. Keep abreast of the latest technical developments affecting scope of responsibility, by participating in various local, state and national organizations related activities. Assist with quality or improvement studies data collection.

Knowledge, Skills and Abilities

- Effective communication both verbal and written
- Ability to assist with and/or perform direct patient care in the event of staff shortages, absenteeism and/or patient volume demands
- Knowledge and understanding of the principles, methodology and application of Critical Care Nursing and Hospital departmental routines
- Some knowledge and recent experience with:
 - Quality Improvement programs/training
 - Budgeting/accounting procedures
 - Bioterrorism
 - Governmental/Insurance company regulations relating to Emergency Medicine (EMTALA, etc.)

Education/Experience

- Graduation from an accredited School of Nursing and current licensure by the Pennsylvania Board of Nursing
- Basic computer skills including word processing and Meditech computer system
- Minimum of 2 years of recent, progressively responsible nursing experience as a Registered Nurse including Charge/Supervisory experience and job related experience
- Advanced Cardiac Life Support (ACLS) Certification
- Pediatric Advanced Life Support (PALS) Certification
- American Heart Association/American Red Cross Cardiopulmonary Resuscitation (CPR) Certification

Work Environment

Work is performed primarily indoors in a generally acceptable work area. The employee may encounter some potentially adverse conditions due to: direct patient contact, exposure to contagious diseases on a limited basis.

Physical demands are frequent keyboarding, fine manipulation, lifting/carrying up to 20 pounds, and pushing/pulling up to 20 pounds; occasional lifting/carrying 21 to 100 pounds, pushing/pulling 21 to 100 pounds, balancing, bending, stooping, kneeling, crouching, reaching, handling, grasping and overhead lifting.

Positions Supervised

All Nursing Staff