**JOB DESCRIPTION**

**Job Title:** Supervisory Nurse (SN)

**Date Revised:** 04/05/2021

**FLSA Status:** Non-Exempt

**Schedule:** Based on the business needs

**Job-Status:** Part Time/ Full Time

1. **JOB SUMMARY:**

Supervisory Nurse (SN) is in charge of hiring and firing their staff of nurses, as well as scheduling and overseeing patients. Skills highlighted on sample resumes of Nursing Supervisors include evaluating, planning, implementing, and documenting nursing care for all patients and teaching patients and their families to understand conditions and medications. Candidates interested in Nursing Supervisor positions list the successful completion of a nursing program on their resumes, as well as the passing of a licensing exam.

1. **ESSENTIAL JOB FUNCTIONS:**
   1. Job activities:
      * Accomplishes nursing human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
      * Meets operational nursing standards by contributing information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying system improvements.
      * Meets nursing financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.

* Identifies patient service requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand service requirements.
* Maintains nursing guidelines by writing and updating policies and procedures.
* Assures quality of care by developing and interpreting hospital and nursing division's philosophies and standards of care; enforcing adherence to state board of nursing and state nurse practice act requirements and to other governing agency regulations; measuring health outcomes against standards; making or recommending adjustments.
* Completes patient care requirements by scheduling and assigning nursing and staff, following up on work results.
* Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families.
* Promotes patient independence by establishing patient care goals, teaching and counseling patients, friends, and family, and reinforcing their understanding of the disease, medications, and self-care skills.
* Provides information to patients and the health care team by answering questions and requests.
* Resolve patient needs by utilizing multidisciplinary team strategies.
* Maintains a safe and clean working environment by designing and implementing procedures, rules, and regulations, calling for assistance from other healthcare professionals.
* Protects patients and employees by developing and interpreting infection­ control policies and protocols, enforcing medication administration, storage procedures, and controlled substance regulations.
* Maintains patient confidence and protects operations by monitoring confidential information processing.
* Maintains documentation of patient care services by auditing patient and department records.
* Ensures operation of medical and administrative equipment by verifying emergency equipment availability, completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques.
* 'Maintains nursing supplies inventory by studying usage reports, identifying trends, anticipating needed supplies, approving requisitions and cost allocations.
* Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
* Maintains a cooperative relationship among health care teams by

communicating information, responding to requests, building rapport, participating in team problem-solving methods.

* Accomplishes organizational goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Ill. ADDITIONAL DUTIES.**

1. Perform other job-related duties as directed.
2. Work as a team player at all times and is prepared to be flexible in order to ensure that operations are always as efficient and profitable as possible.
3. Education, experience and skill requirements.
4. High school diploma
5. Good communication and organizational skills
6. Ability to handle stressful situations and be and be able to prevent and/or handle emergency situations.
7. A cheerful, positive attitude when working with a variety of people and working well under pressure.
8. Responsible, neat, and clean in appearance
9. Strong communication skill with supervisor and team members
10. Must be able to read, write and speak English.