

VALLEY HOSPITAL POSITION DESCRIPTION

Position Title: <i>Nurse Supervisor</i>	Department: <i>Nursing Services</i>	Reports To: ADON/DON	Date Written: June 19, 2014
EMPLOYEE NAME: <i>Okwuchi Elizabeth</i> <i>05/20/2014</i>			

POSITION SUMMARY

The Nurse Supervisor is responsible for ensuring coordinated delivery of patient care in accordance with the established standards of care, mental health practice and hospital policy, goals and objectives. This position assists in contributing to the hospital's philosophy, objectives, educational and Performances Improvement efforts, while providing supervision to the nursing staff assigned throughout the hospital.

QUALIFICATIONS

Education: Graduate from an accredited school of professional nursing required or equivalent combination of education and experience in psychiatric nursing management; Bachelor's Degree preferred.

Experience: A minimum of three (3) years' experience in a psychiatric health-care facility preferred.

Licensure: Currently licensed to practice by the Arizona State Board of Nursing

Additional Requirements: Thorough knowledge of JCAHO, CMS, OSHA requirements, and state and federal regulatory requirements. CPR certification upon hire. Successful completion of training in Management of Aggressive Behavior (SAMA) within 30 days of employment, and prior to assisting in restraining procedures.

STANDARDS OF PERFORMANCE

THE ESSENTIAL JOB FUNCTIONS ARE CATEGORIZED UNDER THE JCAHO STANDARDS OF PERFORMANCE.

Leadership

1. Ensure that all staff members deliver care in accordance with the Standards of Care and Practice.
2. Implement the unit policies and procedures and act as a resource to the staff.
3. Responsible for unit compliance with JCAHO, CMS, state and regulatory standards and patient rights standards.
4. Evaluate program effectiveness and formulates plans for improvement.
5. Ensuring that the units are staffed to Acuity. Any deviations from the Acuity must be staff with DON.
6. Assist in developing staffing schedules in accordance with patient needs.
7. Coordinate the process for determining and maintaining accurate legal processes for patients.
8. Ensure Infection Control, Safety and Risk Management policies are consistently implemented on the unit.

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3. Prescribe, delegate, and coordinate nursing care to patients during hospitalization.
4. Provide structure and maintain a therapeutic environment in collaboration with the patient and other health care providers.
5. Consistently utilize universal precautions and environmental safety guidelines.
6. Utilize self as a role model to promote health communication.

Intervention

1. Employ principles of communication, interviewing techniques, problem solving and crisis intervention when performing psychotherapeutic interventions.
2. Interventions are based on knowledge of psychiatric and medical nursing procedures, as well as the plan of care.
3. Safely and accurately administer medication to patients.
4. Transcribe and carry out treatment orders accurately.
5. Use appropriate interventions in psychiatric and medical emergencies.

Assessment

1. Complete a comprehensive nursing assessment and patient interview according to policy within eight hours of patient's admission to the unit.
2. Document patient information and nursing care.
3. Document and reassess any significant changes in the patient's condition in compliance with facility policy.
4. Make staff/patient assignments based on patient needs.
5. Assess the milieu and determines staffing needs for each shift.
6. Report any signs or symptoms of infection in patients to the Infection Control Nurse.
7. Verify the accuracy of patient records.

Performance Provide supervision to the nursing staff and acts as a resource for hospital policies and procedures.

2. Attend annual in-service mandatory educational programs.
3. Participate in the Quality Assurance Program.
4. Comply with established measures for infection control, OSHA regulations and risk management.
5. Use time constructively and in an organized manner to accomplish assigned responsibilities, delegates duties to other personnel as appropriate, and demonstrates good judgment ability.
6. Acts as the patient's advocate and assure that patient rights are upheld.
7. Demonstrate guest relations in communication, cooperation and in giving assistance to patients, physicians/licensed practitioners, coworkers and visitors in a prompt and courteous manner.

Specific Standards for the Care of Child Patients Ages 5 through 1

Maintain knowledge of the Child Program rules, protocols and handbooks guidelines.

1. Maintain knowledge of children's stages of development and seek guidance from the nurse in charge when questions about the norms for behavior related to child development arise.

Specific Standards for the Care of Geriatric Patients Ages 65 and older

1. Maintain knowledge of the developmental tasks and sociological theories of aging.
2. Utilize theoretical concepts to guide the effective practice of gerontological health care and behavioral care.
3. Gather the appropriate information from the patient, family and interdisciplinary team and use therapeutic judgments based on knowledge of gerontological health/behavioral care practices to develop a comprehensive plan of care.
4. Utilize interventions based on gerontological theory to restore patient's functional capabilities and to prevent complications and excess disability.
5. Maintain a complete knowledge of treatments, medications and side effects of such in the geriatric age group.

Specific Standards for the Care of Chemically Dependent Patients

1. Assesses patient needs as related to chemical dependency and document the plan of care from the admission through discharge.
2. Collaborate with other chemical dependency staff professionals in planning for discharge and follow-up care.
3. Maintain an awareness of how personal issues relating to co-dependency can impact work performance/relationships.
4. Recognize and establish limits on medication-seeking behaviors.

Additional Standards

1. Adhere to facility, department, corporate and standard policies and procedures.
2. Complete all Health Stream Modules as assigned.
3. Adhere to the Service Excellence Training and Philosophy.
4. Attend all mandatory facility in-services and staff development activities as scheduled.
5. Adhere to facility standards concerning conduct, dress, attendance and punctuality.
4. Support facility-wide quality/performance improvement goals and objectives.
5. Maintain confidentiality of facility employees and patient information.

Note: The essential job functions of this position are not limited to the duties listed above.

KNOWLEDGE, SKILLS, AND ABILITIES

THIS SECTION DESCRIBES WHAT KNOWLEDGE, SKILLS AND ABILITIES AN EMPLOYEE IN THIS POSITION SHOULD CURRENTLY POSSESS. THIS LIST MAY NOT BE COMPLETE FOR ALL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THIS POSITION.

1. Knowledge of psychiatric and medical nursing procedures is essential.
2. Skill in organizing and prioritizing workloads to meet deadlines.
3. Skill in telephone etiquette and paging procedures.
4. Effective oral and written communication skills.

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ACKNOWLEDGMENT:

I have received a copy of the position description and the criteria-based performance and have read and understand the contents.

Employee Signature

Date

Human Resources Signature

Date