

## **SUPERVISING NURSE I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work involving the performance of nursing services on an 8-hour shift at Willow Point Nursing Home. General supervision is received from Nursing Administration, allowing for flexibility in making assignments to subordinates and for seeing that services are performed in accordance with nursing home standards. This position differs from that of Supervising Nurse II by virtue of the additional oversight and collaboration with Nursing Administration and on-call Clinical Care Coordinator, Associate Director of Nursing or Director of Nursing when situations occur that need clarification; the Supervising Nurse I cannot assess patients. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and evaluates the work of several nurses in the care and treatment of residents;

Makes rounds of nursing units a minimum of three (3) times per shift to discuss problems with Charge Nurse and ensure optimum care is given;

Identifies changes in residents' physical, medical, and psychological status and makes recommendations concerning care;

Assures employees adhere to policies and procedures;

Assists in preparing and monitoring the daily staffing plan, making adjustments as necessary;

Assists in managing the unit by monitoring the completion of paperwork; participating in the admission, discharge, and/or transfer process; and insuring the atmosphere is conducive to the needs of residents;

Provides staff and family with information regarding nursing home policies and procedures;

Provides counseling for staff in relation to job clarification, job performance, and personnel regulations;

Provides units with equipment and medical supplies as needed;

Maintains and provides a variety of records and reports;

Confers with nursing administration and keeps them apprised of all issues;

Communicates and collaborates with Clinical Care Coordinator concerning problems related to resident care and staff duties;

May assist in rendering medications, treatments, and dressings;

Documents in progress notes and other reports.

**SUPERVISING NURSE I-cont'd.**

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of nursing techniques;  
Good knowledge of medical supplies, sanitation, and personal hygiene;  
Working knowledge of modern principles and practices of nursing care administration;  
Ability to implement the established policies and procedures of Willow Point Nursing Home and to make staff, families, and others aware of them;  
Ability to successfully carry out the therapeutic measures prescribed;  
Ability to understand and follow technical, oral, and written directions;  
Ability to keep records and make reports;  
Ability to plan and supervise the work of others;  
Ability to secure the cooperation of others;  
Dependability, resourcefulness, good observation skills, and professionalism.

**MINIMUM QUALIFICATIONS:**

Completion of a course of study approved by the New York State Education Department as qualifying for Licensed Practical Nurse, licensure to practice as a Licensed Practical Nurse in New York State, and four years of nursing experience, two of which must have been in long term care.

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Competitive