JOB DESCRIPTION

JOB TITLE: Nursing Supervisor
DEPARTMENT: Nursing

JOB SUMMARY: The nursing supervisor is responsible for the supervision of nursing practice and resident care on the assigned shift, in collaboration with the nurse managers.

POSITION REPORTS TO: Vice President of Clinical Services/DON

ESSENTIAL JOB FUNCTIONS

- Use the ANA standards of gerontological nursing practice as framework for professional responsibilities.
- Attend and participate in nursing department management meetings.
- Be familiar with and able to interpret and enforce all Church Home policies and regulations; consistently practice compliance with established policies and procedures.
- Be competent in performing the duties of a CNA and LPN.
- Assist with new staff orientation in collaboration with the staff development coordinator and staffing coordinator.
- Supervise and monitor nursing staff activities and assist with problem-solving during rounds as needed.
- Contribute to staff performance evaluations.
- Utilize the discipline process when staff counseling is warranted.
- Monitor and assess staffing levels on own shift as well as the following shift. Replace staff who call in absent according to the nursing department protocols.
- Communicate with other health care professionals (nurse managers, clinical coordinator, nursing administration, nurse practitioners, physicians, dietitians, therapists, social workers) on a regular and timely basis as needed.
- Discuss/gather information from the supervisor (or nurse manager) of the previous shift each day.
- Initiate and/or participate in quality assurance monitoring and evaluation of resident care.
- Conduct walking rounds on units and in dining areas to assess safe, accurate quality care is being delivered by staff to residents.
• Create an environment of respect for the residents. Assist and guide staff to maintain privacy, resident rights and a quiet, peaceful environment.
• Follow established plan for resident emergency and/or staff incidents.
• Implement principles of universal precautions.
• Observe all residents and their environment who are on isolation precautions. Monitor staff compliance.
• Respond to emergency situations according to established Church Home disaster plan. Assume incident manager role and implement emergency response plan.
• Notify administrator on call per established plan.
• Report unsafe condition to security, maintenance as soon as possible.
• Document all incidents/accidents and follow through per policy.
• Familiar with established emergency procedures and staff incidents.
• Monitor staff for use of proper body mechanics in moving/transferring Residents and equipment.

QUALIFICATIONS: Ability to use adult learning principles to plan, teach, direct and assist with learning activities of nursing staff. Must be able to lift a minimum of 50 pounds. May be required to lift, pull and push with resident transfer procedures. Ability to interact courteously and tactfully with staff, residents, family members, visitors, vendors and the general public.

EDUCATION: Current registered nurse licensure in New York State.

EXPERIENCE: Five years experience as a Registered Nurse. At least one year supervisory experience.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing duties of this job requires lifting, bending, walking and standing. Must be able to occasionally lift loads of 50 pounds without assistance and the ability to sit, talk, and hear is required. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of essential job duties are performed indoors as well as in resident areas where universal precautions apply. Employee may be exposed to indoor temperature fluctuations.
SUPERVISORY RELATIONSHIP: The work is performed within established guidelines, and requires periodic supervision. The employee exercises some initiative and independent judgment to effectively perform the essential job duties of this position.

RESPONSIBILITY FOR OTHERS: The employee is responsible for supervision of the entire facility when on duty.

SAFETY RESPONSIBILITIES: Shall be fully acquainted with all safety policies and procedures of the Church Home. Takes an active role in all fire drills during the shift and/or emergencies for internal and external disasters as monitored by supervisor and incident manager. Must comply with facility in-service requirements.

Maintain confidentiality of all information related to the organization, residents, participants, family and staff, that may be encountered, either formally or informally, during the normal course of business. This includes medical and treatment records, financial and human resources information.