

Bibb Medical Center
Job Description

Job Title: RN Supervisor
Department: Nursing Home
Reports To: Director of Nursing
Supervises: Licensed Practical Nurses, Certified Nursing Assistants
Approved By:
Approved Date:

FUNCTION

To provide administrative and clinical nursing leadership and implement clinical program service on designated unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned by the department director or supervisor as necessary.

Adhere to laws and hospital policy regarding confidentiality.

Maintain a professional level of conduct.

Adhere to hospital and departmental policy and procedure.

Attend and participate in staff conferences, in-service training, and resident care planning.

Use equipment effectively and economically.

Participate on hospital and departmental committees as assigned by the Director of Nursing.

Provide for the rights, privacy, and dignity of residents.

Demonstrate effective communication skills with staff, residents, and visitors.

Coordinate and participate in the assessment and plan of care for each resident.

Insure that nursing staff are using care plans/treatment plans to resolve resident problems.

Assume responsibility for resident care assignments on a daily basis.

In conjunction with the Director of Nursing, assume responsibility for staffing the unit twenty-four hours a day, seven days a week.

In conjunction with the Director of Nursing, assume responsibility for evaluating resident care.

Coordinate the daily program of patients with the Activities Director.

Assist in implementing, reviewing, and revising standards of nursing practice.

Implement the basic philosophy of the nursing department and the facility.

Orient new personnel to the unit and assist in planning and implementing staff development programs.

Assist in revising and implementing changes in nursing policies and procedures.

Assist in preparation of the nursing budget by making recommendations for inclusion of budget items.

Maintain and promote good personnel relations, handle inquiries and problems arising from assigned personnel, interpret and apply administrative policies.

Evaluate assigned personnel and their work performance.

Discipline employees, discuss serious matters of discipline with the Director of Nursing and make effective recommendations in such matters.

Maintain and promote good interdepartmental relations.

Be responsible for the preparation and maintenance of records and reports.

Inform the Director of Nursing of unit activities and problems or needs, abnormal conditions observed, and serious changes in resident's condition.

Maintain an adequate level of supplies and equipment.

Effectively supervise others and issue instructions in a manner that will maintain harmony and safety and obtain satisfactory work results.

Know proper channels of authority and demonstrate willingness to follow and use them.

In coordination with Social Service, coordinate the resident's admission, discharge, and aftercare planning.

Serve as a role model in handling crisis situations.

Administer medications according to policy and procedure.

Coordinate with the MDS Coordinator when needed to ensure that all MDS assessments, RAPS, and Careplans are complete and accurate.

All other duties as assigned.

EDUCATION and/or EXPERIENCE

Graduate of an accredited school of nursing. Current license to practice as a Registered Nurse in the State of Alabama. Minimum of two (2) years of clinical experience, some of which must have been supervisory. Bachelors degree preferred. Current CPR certification.

SPECIAL APTITUDES

Ability to provide services for patients ranging in age from adolescent, adult, and geriatric; ability to obtain and interpret information about patient needs; ability to assimilate and utilize information; ability to effectively communicate verbally and in writing; visual acuity sufficient to read 1 mm print; good hearing and color perception; ability to read and interpret written information; manual dexterity sufficient to manipulate small objects; ability to lift medium loads (20#) to a height of five feet; ability to climb to reach heights of 6 feet; ability to sit or walk for extended periods of time.

WORK ENVIRONMENT

Works inside an atmospherically controlled environment; must be able to lift at least 75 pounds; requires lifting and positioning of residents and equipment; may require awkward positioning, stooping, pushing, or pulling in lifting or handling residents; possibility of cuts, needle sticks, or burns from instruments and equipment; may be exposed to communicable diseases, combative residents, and potentially dangerous equipment.

EVALUATION

Frequency: Annually

By Whom: Director of Nursing

Criteria: Evaluations are based on the requirements and job duties set forth in this job description.

I have read this job description and understand the duties outlined above.

Employee Signature

Date