



## **JOB DESCRIPTION**

**JOB TITLE:** Nursing Supervisor  
**DEPARTMENT/DIVISION:** Internal Medicine  
**REPORTS TO:** Practice Operations Manager  
**STATUS:** Full-time, Non-Exempt  
**DATE:** March 2017

### **JOB SUMMARY**

Under general supervision, the Nursing Supervisor organizes and directs the work of the Internal Medicine clinical staff. Coordinates staff to ensure that effective patient care services are provided, and quality standards are met. Staff consists of RNs, LPN's, Medical Assistants and other healthcare providers as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs nurse visits and direct patient care, operates equipment safely and correctly, carries out medical treatments/special procedures and provides patient education.
- Supervises the day to day tasks of the clinical staff and makes daily physician and task assignments.
- Recognizes the diverse skill levels of individual staff members and the unique needs of the patient population when developing staffing plans; ensures appropriate level of staffing.
- Participates in hiring of clinical staff employees.
- Responsible for maintaining time clock reporting and paid time off requests.
- Coordinates and monitors the required training and competencies of staff.
- Provides guidance to assigned staff. With the Office Manager, identifies learning opportunities, provides effective coaching and feedback, and develops corrective action plans as appropriate.
- Oversees morning huddles and participates as needed
- Assists the Office Manager with performance evaluations of the staff.
- Evaluates the quality and effectiveness of nursing services with physicians, to identify opportunities for improving services and patient outcomes.
- Assists the Office Manager to ensure the practice complies with Joint Commission requirements and Federal and State regulatory standards at all locations.
- Promotes and monitors regulatory agency standards and customer service expectations for the practice in all aspects of nursing.
- Ensures availability and operation of necessary clinical equipment and supplies in all Internal Medicine locations. Responsible for ordering all clinical supplies for the Internal Medicine division.
- Effectively intercedes with family and patients and resolves concerns related to the delivery of health care services.
- Delegates responsibilities appropriate to licensure, education, and experience of staff.
- Travels to all Internal Medicine sites.

**EDUCATION & EXPERIENCE**

- Must have a current NYS RN license and at least 3 years of relevant clinical experience.
- BSN preferred, or the ability to obtain a BSN within three years.
- Current Infection Control Certificate and Basic Life Support (BLS) certification required.
- Prior experience in a lead position desirable.

**QUALIFICATIONS & REQUIREMENTS**

- Ability to assess, plan, implement and evaluate nursing care according to individual needs.
- Must demonstrate a clear understanding of clinical risk.
- Strong communication skills and the ability to relate to and influence people at all levels of the organization.
- Must possess excellent organizational skills and attention to detail.
- Ability to lead and motivate a team
- Must be flexible and function well under demanding conditions.
- Familiarity with EMR systems.

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