

JOB DESCRIPTION

JOB TITLE: Nursing Supervisor

JOB STATUS: Full-time, Exempt

DATE: September 2013

JOB SUMMARY

Under general supervision, organizes and directs the work of the Nursing Department. Coordinates staff to assure that effective nursing services are provided, and quality standards are met. Staffing consists of RNs, LPN's, Medical Assistants and other healthcare providers as needed. A multidisciplinary team approach to care is utilized. The function of the clinical nurse supervisor is to develop and maintain an environment that supports all of the staff in the Nursing Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participates in hiring of nursing staff employees.
- Supervises nursing staff and makes daily physician and task assignments.
- Handles personnel operations including performance appraisals, time clock reporting and paid time off requests.
- Coordinates and maintains the required training, and competencies of staff.
- Provides leadership, and guidance to assigned staff. Identifies learning opportunities, provides effective coaching and feedback, and develops corrective action plans as appropriate.
- Evaluates the quality and effectiveness of nursing services with physicians, to identify opportunities for improving services and patient outcomes.
- Ensures the practice complies with Joint Commission requirements and Federal and State regulatory standards at all locations
- Provides feedback to the Director of Clinical Operations on clinical standard operating procedures implementation.
- Evaluates staff competencies by direct observation in exam rooms, peer overview, orientation and employee input, and maintains appropriate documentation regarding staff competencies. Contributes to nursing management education and professional development of staff, and colleagues in an environment of mutual respect and understanding.
- 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 Urology locations. Responsible for ordering all clinical supplies for the Urology practice.
- Effectively intercedes with family and patients and resolves concerns related to the delivery of health care services.
- Develops, maintains and evaluates patient/client and staff data collection systems and processes to support the practice of nursing and the delivery of patient care.
- Collaborates with nursing staff at all levels, interdisciplinary teams, executive staff, and other stakeholders in the development, implementation, and evaluation of program services.
- Delegates responsibilities appropriate to licensure, education, and experience of staff.
- Monitors and evaluates appropriate utilization of staff in collaboration with other stakeholders.
- 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.
- As needed, performs direct patient care, operates equipment safely and correctly, and carries out medical and surgical asepsis during treatments and special procedures.
- Travels to all Urology sites on a monthly basis.

EDUCATION & EXPERIENCE

- Must have a current NYS RN license; Bachelor's degree desired.
- 5 to 7 years related experience; or equivalent combination of education and experience. Hospital experience strongly preferred.
- Current Infection Control Certificate and Basic Life Support (BLS) certification required.
- Prior experience and success leading a clinical team

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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