

<b>Nursing Supervisor</b>				
<b>JOB CODE(S):</b>	<b>100004</b>		<b>CREDENTIALS:</b>	<b>RN</b>
<b>DEPARTMENT:</b>	<b>Nursing Administration</b>		<b>REPORTS TO:</b>	<b>Director of Nursing</b>
<b>FLSA STATUS:</b>	<b>E</b>	<b>LOCATION:</b>	<b>SNF</b>	<b>EMPLOYMENT STATUS:</b> <b>FT</b>

### SUMMARY

Supervisor of the Facility on assigned shift.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Assist in ensuring quality nursing care to all residents/patients. Supports and practices the philosophy, nursing objectives and standards of the Department of Nursing.
2. Ensures that the nursing department is adequately staffed to provide quality care to patients/residents.
3. Ensures the provision of in-service/staff development programs that contribute to meeting nursing objectives and standards and comply with all state and federal regulations.
4. Provides clinical expertise to facilitate and support the nursing process in patient/ resident interventions.
5. Assists in ensuring a safe and sanitary environment for patients/residents, employees and visitors.
6. Exercises administrative and functional supervision over nursing personnel as directed by the Director of Nursing.

### OTHER DUTIES

1. Assist in ensuring quality nursing care to all patients/residents. Supports and practices the philosophy, nursing objectives and standards of the Department of Nursing.
  - Includes the philosophy, objectives and standards of the nursing department in the orientation and education of nursing service personnel.
  - Participates in the implementation of the patient/resident care planning process to comply with patient/resident needs and regulatory agency requirements.
  - Makes frequent rounds on nursing units, on all shifts, to assess performance of nursing staff and monitor the quality of care provided to patients/residents.
  - Assists with ensuring nursing department compliance with all federal, state and local regulations.

Assistant Director of Nursing  
(Continued)

- Participates in internal audits of nursing practice and in the plan of correction when deficits are identified.
  - Participates in ensuring all facets of the nursing budget are within established parameters.
  - Participates in the quality assessment and improvement process and activities.
2. Ensures that the nursing department is adequately staffed to provide quality care to patients/residents.
    - Establishes and facilitates effective employer/employee relations.
    - Assists in recruiting and selecting nursing service personnel based on facility need as directed by the Director of Nursing.
    - Ensures all forms and processes related to hiring are completed on new employees.
    - Responsible for staffing the nursing department at a level congruent with patient/resident needs, budgeted positions and employee requests.
    - Schedules nursing manpower to support individual and group activities for patients/residents out of the facility.
    - Participates in orientation sessions for nursing service personnel.
    - Assists with evaluation of performance of all levels of nursing service personnel.
  3. Participates in in-service/staff development programs that contribute to meeting nursing objectives and standards, and comply with all state and federal regulations.
  4. Provides clinical expertise to facilitate and support the nursing process in patient/resident interventions.
    - Makes nursing rounds in a manner that identifies specific patient/resident problems and monitors plan of action implemented by nursing.
    - Assesses technical skills of nursing personnel by observation of various nursing procedures.
    - Assesses nursing judgments made in specific situations to determine staff competence and to identify staff knowledge and performance deficits.
    - Acts as clinical expert or facilitator in specific patient/resident situations.
    - Identifies clinical problem areas for Director of Nursing and assists with development of plan of correction.
    - Acts as clinical expert in facilitating the patient/resident care planning process.
    - Assists in the development of a daily patient/resident care assignment that meets patient/resident/facility needs.
  5. Assists in ensuring a safe and sanitary environment for patients, residents, employees and visitors.
    - Participates in ensuring a safe environment for patients/residents, staff and family.
    - Monitors and reviews patient/resident incidents to identify possible legal issues and to identify patterns that might require preventive intervention, reports findings to QM and DON.

Assistant Director of Nursing  
(Continued)

- Implements infection control policies and procedures as outlined in the company program. Ensures that all nursing staff is educated and utilize infection control practices that protect staff, patients, residents and families.
6. Acts as Director of Nursing in the absence of same as described in the Director of Nursing position description.
    - Understands the expectations of the Director of Nursing and related delegated authority.
    - Assumes full responsibility for the Department of Nursing when functioning in this role.
  7. Other duties as assigned by the Director of Nursing.
    - Serves as a member of facility committees as assigned by the Director of Nursing.
    - Participates in the development, implementation and revision of facility policies, standards and procedures.

#### QUALIFICATIONS

1. Bachelor of Science degree in nursing preferred.
2. Three to five years experience.
3. RN license in state.

#### KEY COMPETENCIES

**Compassion:** Genuinely cares about people; is concerned about their work and non-work problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.

**Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

**Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Decision Quality:** Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

**Directing Others:** Is good at establishing clear directions; sets stretching objectives; distributes the workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialogue with others on work and results; brings out the best in people; is a clear communicator.

**Fairness to Direct Reports:** Treats direct reports equitably; acts fairly; has candid discussions; doesn't have hidden agenda; doesn't give preferential treatment.

**Functional/Technical Skills:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

**Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

**Listening:** Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

**Managerial Courage:** Doesn't hold back anything that needs to be said; provides current, direct, complete, and "actionable" positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.

**Organizational Agility:** Knowledge about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures; understands the cultures of organizations.

**Priority Setting:** Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

**Drive for Results:** Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

**Managing Vision and Purpose:** Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.

#### LANGUAGE SKILLS

1. Ability to read, write, speak, and understand English.
2. Ability to relate positively, effectively and appropriately with patients, families, community members, volunteers and other staff on a daily basis. Possess special interest in, and a positive attitude about, working with long-term care patients and the elderly.

#### PHYSICAL CAPABILITIES

NEVER (0%)	OCCASIONALLY (1-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
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**OTHER REQUIREMENTS**

1. Must possess a current, unencumbered license to practice as a RN in this state.
2. Must be able to read, write, speak and understand the English language.
3. Must possess the ability to make independent decisions when necessary.
4. Must be able to relate information concerning a patient's/resident's condition.

<b>ACKNOWLEDGEMENT</b>		
<p>I have read the above job description and fully understand the requirements set forth. I understand the facility reserves the right to revise and/or changes job duties, tasks, work hours/shifts, and work requirements at any time. I have noted below any job duties that I am not able to perform, with or without accommodation. I have also noted any accommodations that are required to enable me to perform these duties.</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>		
Employee Print Name:	Employee Signature:	Date:
Supervisor Print Name:	Supervisor Signature:	Date: