



<b>WORKING TITLE:</b> NURSING SUPERVISOR	<b>CLASSIFICATION:</b> PROGRAM MANAGER I
<b>DEPARTMENT:</b> HEALTH AND HUMAN SERVICES	<b>DIVISION:</b> HEALTH AND HUMAN SERVICES
<b>PAY RANGE:</b> NBCYM 26	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8832
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> APRIL 2016

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

The Nursing Supervisor performs duties in office, clinic, and community settings that are within the scope of practice for a registered nurse. The nursing supervisor works primary in Public Health to provide a combination of direct service work and management duties. In addition to direct service duties, this position directs, coordinates, evaluates, and manages organizational efforts in planning and implementation of program activities within a program area. Consults with other public and private entities in development of facilities and programs. Prepares and implements program budget. Provides training programs to department staff or other agencies. Assists community agencies in preparation of applications for local, state, and federal financing of programs and services. Employs and evaluates program staff with Division Manager.

***SUPERVISION RECEIVED:***

Works under supervision of the Public Health Program Manager. Receives medical protocol direction from the Public Health Officer as appropriate.

***SUPERVISION EXERCISED:***

Supervises Public Health nurses, nursing assistants, other medical/clinic staff, and student nurses working within the assigned service area.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Develops and maintains nursing protocols, policies, and procedures to ensure continuous quality improvement in service delivery including issues of customer service and quality care.
- Monitors and ensures program compliance with applicable laws, regulations, and department policies.
- Conducts periodic meetings with staff to provide information, resolve problems, and evaluate policy effectiveness of public health programs.
- Coordinates program activities with partnering agencies, providers, and community groups to maintain effective delivery of public health services.
- Participates in long- and short-term Public Health planning activities such as site and

triennial reviews.

- Designs, directs, or provides training for department staff.
- Supervises and evaluates registered nurses and clinic assistants.
- Promotes Public Health concepts; relates nursing activities to the 10 essential Public Health functions.
- Develops quality assurance methods and carries out at least quarterly record reviews.
- Serves as Clinical Laboratory Manager, working with Health Officer who is the Laboratory Director under CLIA.
- Assures accuracy of all required lab activities under CLIA for the Public Health lab.
- Assists management with recruitment, interviewing, and selection of nursing and clinic personnel.
- Participates in all certification, quality assurance, or regulatory site visits by authorities related to any of the nursing programs, tracking and monitoring all professional nurse licensure, including nurse practitioners.
- Participates in and promotes new program development in response to local need and mandate.
- Monitors and responds to all relevant program data reports that come from funding agencies, such as monthly/quarterly/annual reviews; sharing findings with staff and coordinating improvement plans.
- Assures that all confidentiality measures (HIPAA et al) are followed by staff.
- Other duties as required/assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Rules, laws, and policies governing department operation.
- Supervisory and management principles and practices.
- Principles and practices of public health nursing, and/or clinical specialty as required by the position.
- Protocol and process development and implementation.
- General nursing assessment skills.
- Confidentiality rules, especially those specific to program area.
- State and federal laws regarding patient care.
- RN and nurse practitioners scope of practice.
- Appropriate tasks for medical assistants.

#### **SKILL IN:**

- Effective communication, both orally and in writing.
- Preparing accurate reports.
- Developing, coordinating, and managing program services.
- Preparing funding applications and reporting.
- Multi-tasking.

#### **ABILITY TO:**

- Supervise and evaluate performance of subordinates.

- Develop and maintain effective working relationships with other employees, advisory groups, elected officials, and the public.
- Conduct planning, evaluation, and monitoring of programs and services.
- Identify and evaluate community and individual health needs.
- Provide comprehensive and specialized nursing services in schools, clinics, and in-home visits.
- Use independent judgment and delegate responsibility.
- Work effectively both independently and as a team member.
- Understand and carry out technical instruction regarding patient care.
- Interact courteously and tactfully with patients.
- Follow standing orders and written protocols.
- Write concisely and perform administrative tasks including documenting via electronic and paper medical record systems.
- Interpret and apply laws and policies to specific problems related to program delivery.
- Provide care that is client/family centered, culturally competent, and respectful of individual needs and preferences.
- Operate a motor vehicle.
- Obtain and maintain current Basic Life Support (BLS)/Automated External Defibrillator (AED) certifications.
- Attend work as scheduled and/or required.
- Establish and maintain a positive work environment.

**MINIMUM EXPERIENCE AND TRAINING:**

Minimum of two years of increasingly responsible experience at a level equivalent to an RN II. Additional education and training in the program area of specialty may substitute for up to a year of experience. Graduation from an approved school of nursing, with either an associate degree or diploma. Graduation from an accredited four year college or school of nursing with a Bachelor's degree in nursing or a public health nursing certificate is preferred. Course work and training or experience in specialized clinical nursing is required for specific positions. Any satisfactory combination of experience and training which ensures the ability to perform the work may substitute for the above.

Possession of a current license to practice as a registered nurse in the State of Oregon.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Must have a National Provider Number (NPI) or be able to obtain one on upon employment. Must not be excluded from participation in federal health care or federally funded programs that provide health benefits and must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands 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.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*