

REGISTERED NURSE - ADMINISTRATIVE SUPERVISOR

KIND OF WORK

Advanced level nursing supervisory and administrative work.

NATURE AND PURPOSE

An employee in this class is responsible to the director of nursing service for the quality of nursing care on a multi-unit or program basis in a state institution or to a senior administrator in a state university. This employee's responsibility must meet the criteria for an essential supervisor as defined in M.S. Chapter 179 such as hiring, disciplinary action, performance evaluation, training, assigning duties and implementing policies, procedures and standards for nursing care provided by registered nurse supervisors, and other direct care professional nursing staff. Work is reviewed in terms of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises the nursing care provided to residents of a state institution by other nursing supervisory, professional and non-professional staff.

Supervises the administration of a student health service at a state university.

Evaluates the nursing needs of specific groups of residents and changes assignments to meet those needs.

Reviews, evaluates, revises and implements policies, procedures and standards for nursing care within the area supervised.

Identifies long term needs for in-service and either participates in the development or assigns staff to develop these programs.

Schedules meetings and assigns staff to conduct and/or attend meetings, conferences, and workshops.

Supports direct care staff engaged in crisis intervention, and can intervene in a therapeutic role when required.

Serves as a consultant to other staff in crisis and emergency situations when medical and health care staff are not in facility.

Instructs and directs staff in the use of new and/or special equipment or procedures.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The techniques of facility nursing administration.

The policies, rules and regulations of the institution and of the nursing department.

Recent developments in the field of management and supervision.

Recent developments in treatment techniques related to disability groups found within the campus, to include but not limited to, nursing practice.

Ability to:

Supervise the work of others.

Registration as a Registered Nurse in the State of Minnesota.

Est.: 6/81

Rev.:

Ckd.: 04/1998

T.C.:

Former Title(s):