

**Nurse Supv 5**  
**Role: 006QC5 - Nurse Supv 5**

**A Day in the Life:**

The essential functions of this role are as follows:

- Provide administrative and clinical leadership for nursing personnel.
- Collaborate with leadership in the development, implementation, and evaluation of program goals and objectives.
- Assist in overseeing the development and implementation of program specific needs and therapeutic outcomes.
- Assist in responding and offering leadership during emergency situations involving patients and/or staff within the hospital.
- Provide education and training on facility and nursing policy and procedures while monitoring compliance.
- Identify problems and implement corrective actions to address patient care/staff issues.
- Ensure routine rounds are being conducted for the safety and security of the patients/residents and staff.
- Evaluate and monitor patient care and assist in creating treatment plans in collaboration with other clinical staff.
- Act as a liaison with other disciplines to communicate and problem solve on patient/resident needs.
- Serve on facility committees and make recommendations on nursing matters.
- Recruit, select, onboard, and train employees to ensure role responsibilities and expectations are clearly understood while providing opportunities to continue professional development.
- Set expectations, measure progress, provide ongoing feedback, and evaluate the performance of employees. Ensure work adheres to quality standards, deadlines, and proper procedures.
- Workday attendance at assigned worksite(s) is an essential function of this position.

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**What You'll Need for Success:**

You must meet the following requirements to be considered for employment:

- Associate degree in Nursing from an accredited college.
- License to practice nursing in the State of Indiana as a Registered Nurse.
- One (1) year of previous supervisory experience.
- Must hold and maintain a CPR.
- Must stay current with behavioral intervention training.
- Proficiency in computer skills and ability to learn other programs used in maintaining electronic medical records.
- Ability to mentor, train, and present to a large population.
- Good interpersonal skills and effective communication skills.
- Ability to understand and apply of medical and facility terminology.
- Ability to use MS Office applications and electronic patient records.
- Ability to serve as a patient advocate.

- Knowledge of and the ability to interpret nursing and facility policies and procedures.
- Additional knowledge and/or ability may be required based on the population the facility will serve such as: children, adolescents, geriatrics, etc.
- Ability to delegate work, set clear direction, and manage workflow.
- Ability to effectively give feedback, provide guidance or corrective action, coach, and develop employee skillsets.
- Able to perform essential functions with or without reasonable accommodation.

### **Supervisory Responsibilities/Direct Reports:**

This role may provide direct supervision for one or more staff members.

### **Difficulty of Work:**

Your work directs consistent nursing practices and patient care as assigned. Extensive judgment and independent decision making are required in translating policy into practical procedure and in making procedural recommendations to Patient Services Leadership. You will consistently direct and provide effective leadership for nursing staff. You will need a broad knowledge of Joint Commission standards, CMS Regulations, Life-Safety Regulations, etc. Your work is broad in scope and requires experience working with patients and/or residents with a full range of diagnoses. You must be effective in management/supervisory techniques. Must be competent to calmly and effectively handle unusual and emergency situations that arise.

### **Responsibility:**

The Nurse Supervisor 5 is responsible for leading the effective provision of nursing care for patients, by working within hospital policy, legal requirements, and professional standards, to direct and implement nursing care practices and procedures. You will work independently with minimal supervision. You will have a high level of authority and responsibility for administrative decisions based on policies and/or practices. A physician is on call to give guidance in emergency medical situations.

### **Personal Work Relationship:**

Interacts/works with patients, their families, nursing staff, and other treatment team members for the purpose of ensuring quality patient care as allowed by the Health Insurance Portability and Accountability Act (HIPAA) guidelines. You will interpret policy for effective direction of services. Contacts with staff are for the purpose of maintaining effective and consistent performance levels throughout the hospital.

### **Personal Work Relationships:**

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

A high level of judgement and effective communication is required during times of contact with residents or incarcerated individuals.

Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.

Residents or incarcerated individuals may have family, friends, community partners and/or other interested parties come to the facility requesting information or to visit with the person according to policies and procedures.

### **Physical Effort:**

Depending on the duties performed or environment setting, frequent walking, standing, climbing stairs or ladders, bending, stooping, pushing, pulling and/or similar movements may be involved.

This role requires above average strength when restraining one or more patients or incarcerated individuals as per departmental policy and procedure.

This role requires the ability to lift patients and push wheelchairs in some cases.

This role requires the ability to run short distances to provide immediate care, protection, or attention to patients or incarcerated individuals.

This role requires legible handwriting to help partners in understanding written communication.

This role requires keen observational and hearing skills to stay alert for possible dangerous situations.

### **Working Conditions:**

There is potential for exposure to infectious diseases in this role.

This role performs work in a state operated hospital facility.

Operations may require this role to be available after hours (on-call) and/or work rotating shifts, evenings and weekends, or irregular hours.

This role may experience periods of high stress and/or pressure.

This role requires the appropriate use of Personal Protective Equipment (PPE) when necessary.

### **Competencies**

- Developing Talent
- Managing Performance
- Critical Thinking

- Resolving Conflict
- Setting Objectives
- Demonstrating Initiative

**Last Updated (By and Date)**

N.Mangain 10.4.2024 (Rewrite Complete 4.01.22)