



Position Description

Position Title:	Nursing Supervisor		
Department:	Health Services Center	Reports To:	Director of Nursing
Classification:	Non-Exempt	Revision Date:	May 2019

Position Overview

Health Services:

Plans, organizes, directs, controls and coordinates all nursing services on assigned shift, including after hours calls from independent community and communicating with Home Health Department. Supervises and coordinates staffing of nursing personnel to include weekly schedules and emergency staffing. Evaluates resident care. Works directly with families involving them in resident care.

Principle Duties and Responsibilities

Nursing:

1. Supervises assigned Nursing personnel by:
 - a. Completing performance appraisals and reviewing performance.
 - b. Assigning work, providing training and guidance, and advising subordinates as necessary.
 - c. Resolving routine personnel problems.
2. Assumes responsibility for and ensures the safety and welfare of residents in all levels of living on both campuses during assigned shift.
3. Ensures staff compliance with instituting and maintaining workable care plans.
4. Evaluates resident care and assures quality care on assigned shift.
5. Provides input on incident and accident investigation. Investigates all medication errors and problem solves in conjunction with nursing leadership to prevent further incidents. Counsels licensed staff directly accountable to him/her.
6. Performs record audits on assigned shifts to comply with state and federal requirements in relation to Medicare review and Medicaid compliance. Ensures compliance with medical records requirements on given shift. Submits monthly, quarterly, and yearly operational reports as requested to Director of Nursing.
7. Attends staff meetings as requested. Provides input and feedback as needed. Encourages staff attendance and participation. Conducts staff meetings for assigned shift as needed.

Competencies

- Leadership
- Relational and Emotional Intelligence
- Resident focus / Resident Rights
- Emergency Procedures
- Interpersonal skills
- Outstanding customer service skills
- Organizational skills
- Collaboration and teamwork skills

- Communication proficiency
- Discretion
- Ethical practice
- Strategic thinking skills
- Infection Control
- Behavioral health
- QAPI
- Basic Nursing Skills
 - Documentation
 - Care Plan
- Alarms and restraints
- Nutrition and hydration management
- Advance Directives
- Restorative skills
- Skin and wound care
- Medication management
- Pain management
- Disease specific knowledge

Qualifications and Skills

- Graduate of an accredited school of nursing and currently licensed as a registered nurse in the State of New Hampshire.
- CPR certification required.
- Must have supervisory experience and the ability to interact well with all levels of staff.
- Two to three years work experience in geriatrics preferred.
- Is knowledgeable about local, state and federal rules and regulations for long term care facilities.
- Is knowledgeable about and complies with state and federal codes for nursing services.
- Is familiar with and communicates policies and procedures to staff, residents and families.
- Must be computer literate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Required to sit regularly; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms, talk and hear. Must have the ability to communicate through verbal and written word between themselves, staff, residents and visitors. Occasionally required to stand, stoop, kneel, or crouch. Ability to ambulate and move equipment, set up chairs and tables for in-services. Full range of motion to lift and move 25 lb.