CLASS TITLE: NURSING SUPERVISOR

BASIC FUNCTION:

Under the direction of the Nursing Manager, plan, organize, coordinate and direct specific County programs requiring nursing care such as California Children’s Service, CHDP program, or the nursing clinic in the jail.

REPRESENTATIVE DUTIES:

Plan, assign, supervise and evaluate the work of medical support personnel including professional nurses, nursing assistants and clerical personnel assigned to the program.

Plan and coordinate the dates and times of clinics and supervise screening of clients for the purpose of the program.

Monitor and evaluate the work of others in a clinic setting such as the collecting of health information and financial status of clients and their families.

Determine medical eligibility of clients by reviewing history, determining residence and applying program standards.

Provide medical services to assigned units and programs; evaluate services provided; conduct examinations on a consulting basis to assist in problem or difficult cases.

Assure that assigned programs and clinics have proper medication, supplies, facilities and equipment to provide proper levels of service to clients.

Prepare necessary correspondence, paperwork and reports for program administration; make referrals to vendors, physicians and other County services.

Provide proper training for assigned personnel; assure proper understanding of program services within the community.

Monitor reports provided by staff; consolidate and compile data for preparation of program reports for use by supervisors and other agencies.

Respond to inquiries regarding policies and procedures involved in the assigned program.

Monitor staff; evaluate staff and provide feedback and discipline as necessary.

Assist in the preparation of budgets and other financial reports regarding assigned program; monitor budget during the course of the fiscal year.

Assist in the preparation of grant requests or other special funding requests.

Perform related duties as assigned.

October 1992
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles and practices of nursing care.
Laws pertaining to the practice of public health in California including causes, treatment, prevention and early detection of communicable diseases, chronic diseases, handicapping conditions, mental illness and other disabling conditions.
Principles and practices of nursing including drawing blood, immunizations, blood pressure, medications, assessment and client needs.
Statistics including concepts and application.
Laws and regulations pertaining to health care in general and specific program in particular.
Record-keeping techniques.
Oral and written communication skills.
Research methods and report writing techniques.
Policies and objectives of assigned program and activities.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.
Budget preparation and control.

ABILITY TO:
Supervise and direct assigned programs.
Provide public health nursing services and case management as necessary.
Plan, organize, direct, schedule and set performance standards and evaluate the work of assigned staff.
Understand, interpret and explain applicable laws regulations and policies.
Prepare and present clear and concise reports, instructions and correspondence.
Design and deliver training programs.
Communicate effectively both orally and in writing.
Compile and verify data and prepare reports.
Prioritize and schedule work.
Maintain current knowledge of technological advances in the field.
Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: consistent with Registered Nurse licensing requirements and three years experience in the nursing field as a Registered Nurse, Community Health Nurse or Public Health Nurse.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license; licensed Registered Nurse issued by the State of California; Public Health Nurse Certificate issued by the State of California.

October 1992
WORKING CONDITIONS:

Office and clinic environment; subject to driving a vehicle to conduct work.

Physical abilities required include lifting (15-44 pounds), bending at the waist to locate and file records, speaking to communicate and conduct training and staff meetings, and seeing to drive a vehicle.