

ORANGE COUNTY CLASS SPECIFICATION

TITLE: NURSING CARE SUPERVISOR TRAINEE **GRADE:** 14

TITLE ABBREVIATION: NURSE CARE SUPER TR **TITLE NO.:** 6427

JURIS.CL: C **SALARY CODE:** 08 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** NURSING

SUPERVISOR'S TITLE: NURSING CARE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The trainee-level is used to recruit Registered Nurses into supervisory nursing positions. Trainees receive on-the-job training and have increasing responsibility for the supervision of the nursing care function, related resources and the development, implementation and evaluation of the nursing regimen for residents of the Orange County Residential Health Care Facility. Trainees learn to evaluate and monitor nursing personnel to assure delivery of the highest standards of nursing services to the residents of the facility. Work is performed in accordance with established policies and procedures under the direct supervision of a Nursing Care Supervisor. Works weekends, holidays and off-shifts. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of Nursing Care Supervisor without further examination. Does related work as required.

TYPICAL WORK ACTIVITIES:

Learns to complete audits of Nursing department tasks and documents to ensure that the Department of Health Code and the Federal and State survey processes are being maintained;

Learns to review employee attendance records monthly and counsels and, as warranted, disciplines personnel in accordance with County guidelines;

Learns to observe the work of all personnel in the division and provides assistance and instruction to the nursing staff and auxiliary nursing personnel in relation to nursing methods, procedures, skills and safety;

Learns to complete daily reports on residents' condition and reports changes at change of shift to incoming shift supervisors/ADN;

Learns to make rounds to all Nursing units to assess the residents' conditions and takes appropriate action to follow-up on problems and changes in residents as necessary;

Learns to investigate resident complaints, alleged abuse or neglect and takes appropriate action on findings;

Learns to redistribute and/or assign available Nursing staff as needed according to resident care requirement;

Learns to notify Staff Resources of necessary change in scheduling;

Learns to obtain medications and supplies as necessary in the absence of the responsible department;

Learns to complete accident/incident reports for staff members, follows-up on pertinent data and determines need for first aid in absence of the Health Services Assistant;

Learns to hold regular meetings with staff to disseminate nursing/facility Policy and Procedure, keep them up to date with pertinent information and afford them the forum for communication;

Learns to complete probationary and annual evaluations for assigned personnel;

Learns to ensure that standards of nursing practice are met during the performance of duties by subordinate staff;

Learns to participate in Facility/Departmental Continuous Quality Improvement (CQI) program;

Responds to all emergencies and administers cardiopulmonary resuscitation according to facility policy.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of professional nursing principles and techniques and their relation to medical and surgical practices; good knowledge of clinical management and supply distribution practices; good knowledge of facility policies and procedures and ability to enforce same; skill in the application of nursing techniques; skill in using computer applications such as calendar, e-mail, or database software; ability to learn to supervise the administration of the therapeutic measures prescribed; ability to secure the cooperation of others; ability to learn to plan, lead, supervise and evaluate the work of others; ability to develop, in a logical manner, technical instructions and to impart these to others both orally and in writing; good powers of observation; mental alertness; thoroughness; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Must possess and maintain current New York State Registered Professional Nurse registration.

SPECIAL REQUIREMENT: *Must maintain registration in good standing in order to remain in position.