

ORANGE COUNTY CLASS SPECIFICATION

TITLE: NURSING CARE MANAGER **GRADE:** 14

TITLE ABBREVIATION: NURSING CARE MGR **TITLE NO.:** 6461

JURIS.CL: C **SALARY CODE:** 08 **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 work involves responsibility for developing, coordinating, implementing, and evaluating the nursing regimen for residents in the Orange County Residential Health Care Facility. Work is performed in accordance with facility philosophy, goals, policies, procedures and applicable provisions of the New York State Health and Hospital Code and involves responsibility for assuring each resident receives quality-nursing care from the staff assigned to the nursing unit(s) under supervision. Work is performed under the general supervision of the Nursing Care Supervisor and/or the Assistant Director of Nursing with latitude for independent judgment in making staff assignments, notifying appropriate personnel during an emergency, and making resident assessments for review by physician. Direct supervision is exercised over the work of subordinate Nursing personnel. Assumes twenty-four (24) hour responsibility for implementation of care plans for the assigned unit. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes rounds to ensure performance of optimal standards of care by checking on resident's condition, environment and nursing care being given, noting any problems and/or complaints and taking appropriate action as needed;

Assures instructions from attending physicians are carried out in accordance with physician's directions and refers problems appropriately through established channels of communication;

Participates as representative of nursing division on facility committees or at meetings, and interprets objectives and policies of nursing division to professional and non-professional facility staff;

Provides careful and detailed reports to supervisor related to operation of assigned units;

Supervises and evaluates work performance of staff assigned to the unit(s), providing assistance and identifying and arranging training as necessary;

Coordinates the activities and discusses performance of students with clinical instructors from various schools and training programs;

Chairs Comprehensive Care Plan meetings and participates in resident and family education as it pertains to the welfare of the residents on the units;

Provides direction and training to staff and residents in areas related to safety and infection control compliance;

Evaluates daily staffing needs of unit and adjusts staff assignments as necessary;

Prepares, revises and communicates content of Comprehensive Care Plan for each resident on assigned unit(s) and assures its proper use by all nursing personnel;

Performs quality assurance audits in Resident's medical records in areas of vital signs, weights and admission assessments;

Assists in the responsibility for the development, review and updating of nursing policies and procedures and communicates same to staff;

Does probationary and annual evaluations and appropriate counselling/disciplining of nursing personnel according to County guideline;

Attends training as required;

As part of the Nursing Management Team, assists in development, evaluation and implementation of department plans and goals;

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 practices and techniques and their relation to medical and surgical practices; good knowledge of facility nursing policies and procedures; good knowledge of clinical unit management; good knowledge of geriatric nursing care; skill in using computer applications such as calendar, e-mail, or database software; ability to plan and supervise the work of others; ability to understand and follow technical directions, delivered either orally or in writing; ability to communicate effectively with staff, families, residents and community representatives both orally and in writing; patience; tact; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a valid license and current registration* issued by the New York State Education Department as a Registered Professional Nurse, and either

- (A) Two (2) years of licensed nursing experience, one (1) year of which shall have included supervising the work of certified, licensed or registered nursing personnel; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with Bachelor's Degree or higher in Nursing and one (1) year of experience in licensed nursing activities which shall have included supervising the work of certified, licensed or registered nursing personnel.

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

REVISED: 08/25/2021 dmc