

Position Title: Nurse Supervisor

FLSA Status: Non-exempt

Reports to: Director of Nursing

Department: Vernon Manor

I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position assists in the planning, organizing, developing, and directing nursing service in accordance with current applicable federal, state, and local standards, guidelines, and regulations, and as may be directed by the Assistant Director of Nursing and/or Director of Nursing under the direct supervision of the Administrator, to assure that the highest degree of quality resident care can be maintained at all times. This position is responsible for the implementation, supervision and evaluation of resident care and management of the Licensed Practical Nurses, Nurse Technicians, and Nurse's Assistance on a particular shift.

II. Essential Duties and Responsibilities

- Supervises all nursing activities assigned on a particular shift.
- Evaluates total resident care, maintains resident care plans so they are current and participates in multidisciplinary resident care planning.
- Provides for execution of all medical orders issued by a physician and assists provider; as needed, while attending residents and collaborates with the Assistant Director of Nurses or the Director of Nurses.
- Provides direct nursing care in normal and emergency situations; administers medications and treatments.
- Makes rounds to supervise and evaluate the nursing care given residents. Monitors vital signs, weights, elimination, laboratory data, etc., and directs isolation procedures and precautions; and counsels residents.
- Assigns work and instructs and supervises work assignments to provide maximum utilization of Nurse's Assistants, and ensures that assigned tasks are accomplished.
- Assists in the training and orientation of new personnel.
- Provides input into performance evaluations and provides counseling to the nursing assistant staff, med techs, certified medical assistants and Licensed Practical Nurses.
- Ensures correct and appropriate diet for residents.

- Documents accurately and completely all observations and procedures relating to resident care.
- Prepares daily shift reports and keeps supervisory nurse informed.
- Employee is expected to report to work when scheduled.
- Maintains pleasant disposition, and displays compassion and a smile at all times when dealing with residents. Maintains positive, cooperative and helpful relationships with other employees, residents, visitors, and supervisors.
- Works safely and follows safety practices and standards of the facility; responsible for reporting or correcting any existing or potential safety or accident hazard.
- Maintains residents' rights and confidentiality of resident information; reports all suspected cases of resident abuse to the supervisor or Resident Rights Committee.

III. Related Job Functions

- Performs related work as required or directed.

IV. Physical Demands

- Up to 75% of time is spent standing and talking.
- Walking, hearing, and using near vision is used about 50% of the time.
- About 25% of time is spent sitting, bending/twisting, reaching (over beds), feeling (checking patients), and low amounts of handling (insulin caps and IV tubing) and low fingering for taking pulse.
- Reads and writes.
- Activities done about 10% of the time include stooping crouching, low to very high lifting – up to 60 lbs. to transfer patients, and pushing patients in wheel chairs.
- Uses nursing related equipment such as syphnomanomter, thermometers, glucometers, scales, mechanical lifts, etc.

V. Education and Training Requirements

- Is, as a minimum, a graduate of an approved two-year RN program, and has a current license as an RN in the State of Wisconsin.
- Demonstrated leadership skills
- Prefer nursing experience in a long-term care facility.
- Comprehensive knowledge of nursing theories and skills.
- Thorough knowledge of application of the nursing process, assessment, planning, implementing and evaluating.
- Considerable knowledge of residents' needs in care of geriatric and/or emotionally disturbed cases.
- Ability to supervise nursing personnel.
- Ability to coordinate activities and lay out work assignments of nursing personnel and

- supervise their job performance.
- Ability to cope with various nursing situations both mentally and physically.
 - Ability to record observations with accuracy and clarity.
 - Ability to communicate effectively and establish and maintain good working relationships with other staff members, other health care professionals, other facility departments, and employees.
 - Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.