



## NURSING SUPERVISOR

### **POSITION OBJECTIVE/SUMMARY:**

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The Registered Nurse Supervisor is responsible for the supervision and administration of Nursing activities on an assigned nursing unit. The Registered Nurse has responsibility for the nursing care and welfare of clients on the assigned unit. Works cooperatively with the Unit Psychiatrist and/or Program Director for overall unit supervision as assigned.

### **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:**

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- Graduate from an accredited School of Nursing, B.S. or Master's Degree preferred.
- A valid and current license to practice nursing in the State of California.
- Prior experience as head nurse in a psychiatric facility is preferred. Consideration will be given for 2 years work experience as a Head Nurse in a non psychiatric facility.
- Maintain certification in CPR mandatory.

### **GENERAL STATEMENT OF FUNCTIONS:**

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1. Assists in setting performance criteria to evaluate the clinical competency of nursing personnel, making recommendations for retention, promotion and/or termination.
2. Assists the Director of Nursing Services with review, development and implementation of policies.
3. Devises and implements staff scheduling that will provide adequate coverage on all shifts in accordance with the required nurse-patient ratio. Develop and maintain vacation and holiday schedules for nursing service personnel in the assigned area.
4. Responsible for assuring nursing service personnel works as a team, assess, plan, implement and evaluate nursing care and therapeutic goals for individual patients admitted to the Program Service.
5. Program Service - Responsible for assuring nursing participation in the development, implementation and evaluation of multi discipline treatment plan.
6. Supervises implementation of written plan of care for each patient, assuring a consistent and unified therapeutic approach to nursing care modified based on evaluation of client needs and progress.
7. Actively supports the philosophy and objectives of the Nursing Services Department and facilitates their implementation in clinical area.
8. Orients new nursing service personnel to nursing operational services.
9. Identifies and recommends educational needs of nursing staff and makes appropriate plans for in-service/staff development programs to the Director of Nursing Services and Kedren's Educational Committee.
10. Assists with the coordination of activities of nursing students and volunteers, supervising them as necessary and referring problems to the Director of Nursing Services and the unit attending physician.
11. Teaches staff current innovative trends, techniques and content relevant to psychiatric nursing, through role modeling, demonstration and/or unit in-service activities.
12. Resolves employee grievances as outlined in the Personnel Manual.
13. Directly responsible for supervision of all nursing service personnel providing patient care.
14. Assumes responsibility for continuing self development and application of professional abilities through participation in in-service programs of the center and reviewing the professional literature specific to psychiatric nursing care.
15. Practices confidentiality in client, employee, management related matters.
16. Participates in fundraising activities of Kedren.
17. Practices loyalty and commitment to the philosophy, goals and objectives of Kedren.