



## **MENTAL HEALTH SUPERVISING REGISTERED NURSE**

**6209**

### **GENERAL DESCRIPTION OF CLASS**

The MENTAL HEALTH SUPERVISING REGISTERED NURSE supervises nursing activities of an assigned unit within a mental health program. All positions in this class are statutorily excluded from collective bargaining.

### **DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

### **DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below as well as other related duties.

#### **1. Supervision of Health Care Unit**

Organizes, supervises, coordinates and reviews the work of subordinate personnel. Makes rounds to observe coverage and evaluate quality of nursing. Conducts conferences to discuss patient care and treatment and staff training requirements. Reviews work schedules to ensure that nursing stations are covered. Counsels staff, evaluates work performance, and recommends personnel actions. Participates in interviewing, selecting and assigning personnel, and in formulating nursing standards. Maintains harmonious working relationships and communications. Interprets nursing programs to others. Serves on nursing, program or hospital committees.

#### **2. Preparation of Nursing Care Plan**

Assesses patient condition, plans and implements therapeutic interventions, evaluates response to intervention, and keeps accurate, written records of the process. Delegates aspects of nursing care to ancillary nursing personnel.

#### **3. Direct Patient Care**

Assesses patient for behavioral or personality changes such as depression, loss of appetite, anger, suicidal tendencies, etc. Observes willingness to communicate, cooperativeness, combativeness, confusion. Assesses memory, medication allergies. Checks tolerance to medications. Monitors vital signs, takes temperature, blood pressure, and weight. Cleans wounds and changes dressings. Assists the patient in activities of daily living such as bathing, oral care, and feedings. Collects specimens and samples for testing. Initiates emergency response activities when indicated. Evaluates and carries out physician's orders ensuring that they are appropriate. Initiates treatment according to nursing guidelines and standing orders. Coordinates all patient health services by arranging appointments for dental work, eye exams, and physicals. Assesses patient and takes steps to ensure that patient is not a threat to self or others.

#### **4. Medications and Treatment**

Verifies physicians' orders, orders medicines from the pharmacy and dispenses prescribed topical, oral or injectable medications and oversees the dispensing of topical and oral medications.

Provides treatment using sterile techniques, administers various types of therapy as prescribed and carries out a variety of tests to determine effects of treatment. Oversees administration of oral medications and nursing services provided by paraprofessional staff. Forms primary relationships with and provides role modeling for selected patients. Spends time talking to patients individually or as a group. Provides individual counseling, family education, and group therapy.

#### **5. Documentation**

Keeps accurate and current legal written records of initial assessment, medical needs, nursing care plans, treatment plans, progress notes, medications administered, case records, unusual incidents involving patients, and patient teaching.

#### **6. Patient and Staff Education**

Educates patients about their illness and how, if applicable, medications interact with the illness. Teaches daily living skills such as cooking, washing clothes, brushing teeth, bathing, food groups and overall health maintenance. Provides sex education, including AIDS and hygiene, anger control, communication skills, self-esteem, money management, coping skills, etc

Trains student nurses and aides in nursing care procedures. May conduct in-service training to other staff members on new or specialized medical findings, procedures, or techniques. Oversees mental health technicians and therapists in their responsibilities on patient treatment plans. Plans, organizes, develops, conducts and evaluates classes in areas such as drug and alcohol abuse, criminality, assertiveness, human sexuality, independent living skills, personal effectiveness and other areas that require knowledge of principles and practices involved in treatment of mentally, emotionally or behaviorally impaired persons.

### **RELATIONSHIPS WITH OTHERS**

The Mental Health Supervising Registered Nurse has regular telephone and in person contact with patients to provide care, with patients' families to provide support and answer questions, with doctors to clarify chart orders or report changes in patients' condition, and with supporting services to request information such as specimen test results, to order supplies, and to order special diets.

### **SUPERVISION RECEIVED**

The Mental Health Supervising Registered Nurse works under general supervision of a Nurse Manager, Director of Nursing, or an administrative superior. Work is reviewed periodically for continuity of nursing care and overall operation of the nursing unit. Work is governed by Federal and State laws, hospital accrediting bodies, professional nursing standards, agency policies and procedures and collective bargaining agreements.

The Mental Health Supervising Registered Nurse makes final decisions regarding operations of the work unit but defers to an administrative superior regarding policy decisions with broad impact.

### **SUPERVISION EXERCISED**

The Mental Health Supervising Registered Nurse supervises up to approximately 30 professional and support personnel directly and through charge nurses and aides.

**GENERAL INFORMATION**

The Mental Health Supervising Registered Nurse works primarily in mental health hospitals and facilities and must maintain a sympathetic and understanding attitude toward mentally ill, developmentally disabled, physically disabled and physically ill patients. These positions require lifting or moving patients and equipment on a regular basis. Some positions may be required to work overtime, on call or rotating schedules and to work with combative, unpredictable residents who may be dangerous to themselves and others.

**KNOWLEDGE AND SKILLS (KS)****Knowledge:**

General knowledge of professional nursing process, methods and procedures.
General knowledge of theories of human behavior and biophysical, developmental, mental and emotional health.
General knowledge of uses and effects of medications.
General knowledge of patient rights.
General knowledge of health teaching and therapeutic intervention techniques.
Basic knowledge of work organization and simplification.
Basic knowledge of personnel administration as it relates to the selection, motivation and disciplining of employees.

**Skills:**

Skill providing professional nursing care to patient.
Skill assessing patients' physical and mental status.
Skill adapting nursing care to the emotional needs and behavior of patients.
Skill operating and monitoring medical equipment.
Skill preparing written reports, records of nursing care given and patient progress notes.
Skill communicating orally with a variety of people, answering questions and explaining information and decisions.
Skill giving oral and written instructions in exact detail.

**SPECIAL QUALIFICATIONS:**

Employees in this classification must possess a valid Oregon Professional Registered Nurse License at the time of appointment.
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**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

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STATE OF OREGON  
 Dept. of Administrative Services  
 Human Resource Services Division