

**GENERAL DESCRIPTION OF CLASS**

The SUPERVISING REGISTERED NURSE supervises nursing services of an assigned location, shift, or activity of patient care within a total nursing program or is in charge of a comparable activity such as outpatient services, auxiliary services, infirmary or student health services. All positions in this class supervise and are excluded from collective bargaining.

**DISTINGUISHING FEATURES**

This is the first level of a two-level series. It is distinguished from the higher level by a more moderate scope of activity such as a five to seven day per week single shift function or a small unit with a daily operation of extended hours providing routine care. These employees have greater daily involvement with direct patient care activities in addition to supervisory responsibilities. There is an absence of regular responsibility for multiple service and/or multiple shifts covering 24 hours a day, seven days a week.

**DUTIES AND RESPONSIBILITIES**

The Supervising Registered Nurse serves as first line supervisor for a nursing program. The supervisory function impacts the efficiency of the program and effective patient care.

1. **Supervision of Health Care Unit.** Typical tasks: supervises, coordinates, and reviews the work of subordinate personnel; makes inspections to observe coverage and evaluate quality of nursing; conducts conferences to discuss patient care and treatment and train staff; reviews work schedules and sees that nursing stations and shifts are adequately covered; counsels staff, evaluates work performance, and recommends personnel actions; participates in interviewing, selecting, and assigning personnel and in the formulation of nursing standards.
2. **Direct Patient Care.** Typical tasks: assesses patient condition, plans and implements therapeutic interventions, evaluates response to intervention and keeps accurate, written records of the process; checks vital signs, operates and monitors sophisticated equipment that keeps track of major bodily functions, applies intravenous feedings, dressings, and catheters; assists in activities of daily living such as bathing, oral care, and feedings; dispenses oral, topical, or injectable medications; verifies and carries out physicians' orders; may have some patient security responsibilities.

The Supervising Registered Nurse makes final decisions regarding operations of the work unit but defers to an administrative superior regarding policy decisions with broad impact or agency-wide scope.

**RELATIONSHIPS WITH OTHERS**

Employees in this class are in regular contact in person with patients to provide care. They have regular telephone and in person contact with physicians to clarify chart orders, report changes in patients' condition or request treatment or examination of a patient and with patient's family to provide support and answer questions. They have occasional telephone and in person contact with supporting services to request information such as specimen test results, to order supplies and to ordering special diets.

**SUPERVISION RECEIVED**

Employees in this class receive general supervision from a unit or program director or director of nursing. Work is reviewed periodically for continuity of nursing care and overall operation of nursing unit. Work performed by employees in this class is governed by the Nurse Practice Act, Informed Consent Laws, collective bargaining agreements, Administrative Rules and policies of the agency, and relevant State and Federal laws.

**SUPERVISION EXERCISED**

Employees in this class directly supervise up to approximately 20 employees who may consist of nurses, psychiatric aides, service employees, clerical employees, and student workers. Work is reviewed through nursing care plans, direct observation, and feedback from patients, families, and physicians.

**GENERAL INFORMATION**

Positions in this class are primarily found in hospitals, clinics, or other health care facilities in central and remote locations throughout State government (e.g., general government agencies, human or natural resource agencies, correctional, mental health, or higher education institutions, hospitals, etc.). They require the willingness to work within the environment associated with the position's location and purpose. This includes the willingness to maintain a sympathetic and understanding attitude toward physically ill, mentally ill, and/or developmentally disabled patients. Some positions require the willingness to work overtime, on-call and/or rotating schedules.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

Extensive knowledge of professional nursing principles, methods and procedures.

Extensive knowledge of American Nursing Association standards of nursing.

Extensive knowledge of uses and effects of medications.

General knowledge of theories of personality development and human social relationships.

General knowledge of counseling and therapeutic intervention techniques.

Skill in assessing patients' physical and mental status.

Skill in adapting nursing care to the emotional needs and behavior of patients.

Skill in operating and monitoring sophisticated medical equipment.

Skill in preparing written reports, records of nursing care given, and patient progress notes.

Skill in oral communications.

Skill in making competent judgmental decisions under stress.

Skill in responding firmly and tactfully to patients who are aggressive, self-abusive, and combative.

Skill in working effectively with a variety of professional and paraprofessional staff.

Ability to supervise subordinate staff including 24-hour staffing and scheduling.

Ability to interpret nursing programs to others.

Ability to give oral and written instructions in exact detail.

Ability to respond to irate/emotional family members.

### **SPECIAL QUALIFICATIONS**

Possession of a valid Oregon Registered Nurses License at the time of appointment.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.