GENERAL DESCRIPTION OF CLASS

The NURSE MANAGER directs the daily nursing operations and budget administration of a major program/service unit in a hospital. All positions in this class supervise and are statutorily excluded from collective bargaining.

DISTINGUISHING FEATURES

This is the second of a two-level series. It is distinguished from the lower level by a larger scope of activities such as multiple service and/or multiple shifts covering 24 hours a day, seven days a week. These employees supervise subordinate supervisors and have very limited involvement in direct patient care and a stronger emphasis on administrative and managerial responsibilities for the unit.

DUTIES AND RESPONSIBILITIES

The Nurse Manager directs a major service unit of a hospital such as a critical care unit or geropsychiatric treatment program. The management function impacts nursing efficiency and patient care in these units, the reputation and efficiency of the hospital as a whole, and the community which is served by the hospital.

1. Management Responsibilities. Typical tasks: hires and evaluates performance of employees; counsels employees and assists them with goal setting, problem solving and professional development; initiates disciplinary action including verbal and written reprimands, and special salary adjustments, and effectively recommends dismissal; schedules or delegates scheduling of work hours of staff; plans, projects, and modifies staffing needs; designs, implements, and evaluates nursing quality assurance activities; interprets and administers policies and procedures; assesses learning needs and performs or arranges for training of subordinates; provides input in developing the departmental budget; tracks monthly budget figures; determines needs for supplies and equipment; evaluates new products and may purchase equipment; regularly attends meetings with other units/departments to gather or share information or problem-solve; collaborates with other staff in planning and executing programs for patient care delivery.

2. Patient Services. Typical tasks: develops service unit goals; identifies, plans, and coordinates new programs; reviews policy and procedure manuals to assure that they are current; provides expert nursing consultation to staff, patients and public; monitors and evaluates patient care for ethical, legal, and safe conduct; ensures proper and safe functioning of unit equipment and promotes individual and environmental safety; resolves patient care problems and provides direct patient care. The Nurse Manager makes final decisions regarding operations of work unit and defers to an administrative superior regarding policy decisions with broad impact or agency-wide scope.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular contact in person with all levels of nursing staff to coordinate patient services and with physician staff to plan and coordinate unit activities and patient care. They are in regular telephone and in person contact with patients and families to provide information, education, and specialty services. They are in regular telephone and in person contact with a variety of outside agencies to coordinate support services.
SUPERVISION RECEIVED

Employees in this class receive general supervision from a professional or administrative superior who reviews work for conformance with program objectives. Work performed by employees in this class is governed by the Nurse Practices Act, Informed Consent Laws, collective bargaining agreements, Administrative Rules, policies and procedures manuals specific to area of nursing, and relevant State and Federal laws.

SUPERVISION EXERCISED

Employees in this class directly supervise, through subordinate supervisors, professional nursing staff and ancillary nursing personnel. The Nurse Manager exercises general supervision over the nursing staff and reviews their work through review of nursing care plans, direct observation, and feedback from patients, families, and physicians. They exercise close supervision over aides and clerical workers and review their work through direct observation and completed assignments.

GENERAL INFORMATION

Positions in this class are primarily found in hospitals. They require the willingness to work in the environment associated with the position's location and purpose.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of professional nursing process, methods and procedures.
General knowledge of health teaching and therapeutic intervention techniques.
General knowledge of American Nursing Association standards of psychiatric nursing.
General knowledge of patient rights.
General knowledge of human behavior and biophysical, developmental, mental and emotional health.
General knowledge of personnel administration as it relates to the selection, motivation and disciplining of employees.
General knowledge of the principles of work organization and simplification.
General knowledge of administrative and educational principles and practices involved in nursing administration.

Skill in providing professional nursing care to patients.
Skill in supervision (e.g., hire, train, assign and review work, motivate, prepare performance evaluations and handle disciplinary actions).
Skill in adapting nursing care to the emotional needs and behavior of patients.
Skill in preparing written reports, records of nursing care given and patient progress notes.
Skill in communicating orally with a variety of people answering questions and explaining information and decisions.
Skill in coordinating patient health care services with other departments.
Ability to monitor and evaluate nursing care provided to patients.
Ability to identify, plan and coordinate new programs.
Ability to provide nursing consultation to staff, patients and the public.
Ability to direct the training of professional and nonprofessional personnel.
Ability to maintain control records and to prepare staff and budget reports.
Ability to maintain currency in nursing profession.
Ability to work effectively with a variety of professional and paraprofessional staff.
Ability to give oral and written instructions in exact detail.

SPECIAL QUALIFICATIONS

Employees in this class must possess a valid Oregon Registered Professional Nurse 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.