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Developed by:.....TEP
Reviewed by:.....BM, CH
Approved by:.....RHL,LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Supervisor, Nursing Facilities
DIVISION: Student Affairs (Health Services)
REPORTS TO: Director, Health Services
GRADE: 16
SUPERVISES: Nursing staff (RN, LPN), clerical staff

BASIC FUNCTION:

Responsible for the supervision of all nursing services within Health Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, document, and maintain nursing policies and procedures which ensure compliance with University, state, and federal regulations, as well as meet the standards of the American College Health Association and the Joint Commission on the Accreditation of Healthcare Organizations.

Monitor performance for compliance with established policies and procedures to ensure effective operation.

Evaluate opportunities for improvement in operations and present proposals for innovation or revision.

Perform nursing duties consistent with RI state licensure.

Establish, document and monitor an infection control program consistent with regulations (OSHA) and accreditation standards (JCAHO).

Coordinate operation of clinical areas to include oversight of stocking of exam rooms, ordering of medical supplies, and maintenance/calibration/safety testing of all medical devices.

Oversee and supervise the Health Education/Health Promotion Program, which includes outreach activities, screening clinics, immunization clinics, as well as educational material for clinical use.

Develop, document, and coordinate an employee orientation program consistent with regulations and accreditation standards.

Participate in a broad variety of meetings that include management team, safety and infection control and clinical staff. Chair regular department and special function meetings.

Schedule nurses and develop and implement appropriate staffing patterns.

Develop and implement continuing nursing education programs which are recognized by the Rhode Island State Nurses Association.

Coordinate nursing service with other departments within Health Services.

Initiate job descriptions and assignment descriptions for all nursing personnel.

Interview and evaluate applications for nursing vacancies.

Relate to various union contracts and function as liaison with the various units. Administer the Collective Bargaining Agreements as they relate to nursing services.

Make recommendations to the Director regarding the Nursing Department's budget.

OTHER DUTIES AND RESPONSIBILITIES:

Function as nursing liaison with College of Nursing.

Prepare and present required reports regarding the Nursing Department and its activities to the Director.

LICENSES, TOOLS AND EQUIPMENT:

Current R.I. Registered Nurse's License.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in Nursing Administration or similar discipline required. Must hold or obtain a R.I. Registered Nurses License prior to appointment. Minimum of five years' nursing practice and demonstrated significant administrative responsibility (including supervisory experience) required. Experience in nursing education, health promotion and/or health education preferred. This position requires that the incumbent possess the ability to communicate effectively orally and in writing. Must be able to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports,

and to make recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium and large groups of people. Incumbent must possess the ability to speak effectively before faculty and administrative staff members on assigned work and related subjects.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.