

House Supervisor

JOB SUMMARY:

Supervises and coordinates activities of nursing personnel in patient care units, participates in planning work of assigned units and coordinates activities with other patient care units and related departments. Ensures that patients' needs are met and evaluates unit nursing care and performance. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks.

This Position is responsible for the overall supervision and management of the Hospital; professional and nonprofessional employees. This position will administer those departments assigned, providing policies to govern correct utilization of nursing resources in the provision of patient care. This position will reflect leadership, planning, coaching, and evaluation in both the business and service components of the areas of responsibilities. Routinely, assigns and responsibly directs staff. This position is required to utilize independent judgment. This position reports to Clinical Nurse Manager and All Chief Officers.

ESSENTIAL FUNCTIONS:

- Effectively managing resources during your assigned shift.
- Creating a healthy work atmosphere that promotes both team and individual growth.
- Constantly monitoring the workplace to ensure that all company policies and procedures are being maintained.
- Serving as a clinical resource to the staff and patients/families, collaborating with patients, family members, and physicians to ensure needs are met and problems resolved.
- Working cooperatively as an ancillary interdisciplinary team member to identify and solve patient-specific and facility-wide needs, while also improving operations.
- Analyze and evaluate nursing care provided to the units under their supervision and make recommendations for improvements
- Demonstrating an understanding of emergency/disaster situations and response plans.

ROLES AND RESPONSIBILITIES:

- Supervision of all staff members providing direct patient care (includes RNs, LPNs, CNA's, PCTs, and Ancillary staff).
- Assisting in unit nursing coverage for shifts as needed.
- Provides access to supplies, equipment, and pharmaceuticals when those departments are closed.
- Maintains current knowledge regarding patients' status and staffing needs.
- Assisting in staff education and competency in all hospital policies and procedures.
- Respond and direct all activities of all hospital codes.
- Assisting in conduction of nursing in-services.
- Participating in Quality Improvement studies and processes to include data collection, implementation, reporting, and problem resolution.
- Maintaining a positive attitude and work environment in all areas.

- Assisting in the new patient admission process as needed.
- Utilizing nursing assessment skills to make appropriate staffing assignments to all patient care areas.
- Monitoring staff compliance with hospital policies and ensuring patient safety relating to all instances of use of seclusion or restraint.
- Monitoring appropriate use of CPI techniques by all staff.
- Must comply with the department's in-service policy.
- Maintaining adequate number of direct care staff to provide quality patient care and maintain therapeutic environment.
- Collaborating with all members of the treatment team in making decisions regarding appropriate patient care.
- Communicating directly with the Clinical Nurse Manager addressing needs or concerns for the weekend shifts.
- Communicating with Clinical Nurse Manager/CNO/CEO regarding problems, interventions, or decisions made by the supervisor.
- Assisting staff nurses with direct patient care responsibilities as needed.
- Orienting and training all weekend employees in current hospital policies and procedures.
- Perform other related tasks as requested by the Clinical Nurse Manager.

QUALIFICATIONS:

- RN licensure
- Minimum of 3 years clinical and 2 years management experience preferred
- Current American Heart Association BLS certification required
- ACLS within 6 months- PALS within 6 months- CPI within 6 months