WOOD COUNTY, OHIO
POSITION DESCRIPTION

POSITION: Registered Nurse - Shift Supervisor  PAY GRADE: 10
DEPARTMENT: Wood Haven Health Care  STATUS: Classified, FLSA Non-Exempt

PURPOSE OF POSITION

The purpose of this position is to supervise and direct and coordinate nursing care on an assigned shift and to oversee the administration of medications and treatments as prescribed by physicians; to ensure compliance with federal, state, and local standards and regulations; may oversee a specific area of specialty.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Conducts resident rounds to assess resident needs and address problems; notifies physicians as needed; receives and transcribes physician orders.

Supervises staff; trains new employees; plans, assigns, and reviews work; resolves complaints and problems; maintains standards and coordinates activities; evaluates performance and makes recommendations concerning transfers, promotions, discharges, and promotions; may assess staff training needs or provide training and instruction.

Supervises administration of or administers medications and treatments; assists staff in the delivery of care.

Receives and reviews reports from other shifts; coordinates communication and care between shifts; may coordinate medical data sheets and interdisciplinary care plans; supervises documentation of all nursing and medical records.

Performs more advanced nursing assessments, techniques, procedures and therapies as needed; provides direct medical and restorative care to residents; assesses and treats skin conditions; provides basic nursing care as needed.

Admits, transfers, and discharges residents; assesses resident needs and prepares care plans to provide restorative care and/or other required care; confers with resident families; performs AIMS testing as needed; assesses emergencies and determines procedures to be used.

Reviews and orders lab tests; logs and reviews accident/incident reports.

Coordinates work activities; organizes and prioritizes workload; reviews work assignments; monitors status or work in progress; inspects completed work; troubleshoots problem situations.

Ensures personnel compliance with applicable federal, state, local, Medicare and Medicaid standards, regulations, and policies; ensures that residents’ rights are communicated and followed; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Addresses resident and personnel problems and complaints; provides problem resolution and mediation as needed.

Performs administrative duties; completing, preparing, reviewing and approving various records, files, care plans, incident reports, policies and procedures, medical data sheets, assessments, medical forms, charts, surveys, time studies, and other documentation.

Maintains, monitors, and logs infection control practices.
WOOD COUNTY, OHIO
POSITION DESCRIPTION

Conducts resident care, admissions and discharge conferences; conducts or attends in-services for nursing staff; attends conferences, meetings, workshops, training, orientations, and seminars as required.

Maintains and reviews inventories of needed medical and other supplies and equipment

MINIMUM QUALIFICATIONS

Registered Nurse License with one year experience in the field or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APPTITUDES

Data Utilization: Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction: Requires the ability to provide first-level professional medical administration such as registered nursing care. Includes ability to act as a first-line supervisor.

Verbal Aptitude: Requires the ability to utilize a variety of advisory data and information such as medical records, medical and nursing references, procedures, guidelines, and non-routine correspondence.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions; compute discount, interest, ratios, and proportion; calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems such as supervision, managing, leading, and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery, and tools such as treatment equipment, oxygen equipment, various pumps, and/or related materials used in performing essential functions.

Physical Ability: Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling objects and materials of moderate weight.

Sensory Requirements: Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors, and textures associated with job-related objects, materials, and tasks.

Environmental Factors: Essential functions risk exposure to strong odors, smoke, dust, toxic/poisonous agents, wetness, disease, and pathogens.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.