

SUPERVISING NURSE (HEALTH CENTER)

GENERAL STATEMENT OF DUTIES: Supervises the professional nursing services and management of the Town of Webb Health Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for maintaining high standards of professional nursing services in the management of the Town Health Center with special emphasis on the supervision and instruction of nursing personnel. The Town Health Center provides office facilities for local physicians and a variety of support activities such as emergency room, x-ray and laboratory. Supervision is also exercised over a small number of clerical personnel. The work is performed under general supervision with wide latitude allowed for instructing, planning and making assignments to subordinates.

EXAMPLES OF WORK: (Illustrative Only)

- Collaborates with medical staff in the care and treatment of patients;
- Supervises the preparation of and submits descriptive medical and statistical reports, records and data;
- Supervises the activities of and instructs professional subordinates on aseptic, surgical, obstetrical and isolation techniques;
- Performs a variety of personnel management, clinical department and ward management and supply distribution activities;
- Formulate and execute policies and procedures;
- Promotes and maintains good relationships with patients and their relatives and friends;
- Prepares a variety of records and reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; good knowledge of material medical, sanitation and personal hygiene; ability to supervise the administration of therapeutic measures prescribed; ability to secure the cooperation of others; ability to plan and supervise the work of others; ability to understand and carry out technical, oral and written instructions; good observation; mental alertness; thoroughness; cheerfulness; patience; emotional stability; sympathetic attitude towards the sick; good address; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- (A) Graduation from an accredited college or university with a Bachelor's degree in Nursing and two years of progressively responsible experience in professional nursing activities, one year of which shall have been in a supervisory position; **OR**
- (B) Graduation from an accredited three-year school of professional nursing and three years of progressively responsible experience in professional nursing activities, one year of which shall have been in a supervisory position; **OR**
- (C) Graduation from an accredited two-year school of professional nursing and four years of progressively responsible experience in professional nursing activities, one year of which shall have been in supervisory position; **OR**
- (D) An equivalent combination of training and experience as indicated in (A), (B) and (C).

SPECIAL REQUIRMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of license at the time of appointment.