JOB DESCRIPTION

POSITION: Supervising Registered Nurse (RN)
REPORTS TO: Director of Nursing
DEPARTMENT: Clinical Services / Nursing
TIME / STATUS: Regular, Full-Time, Exempt
BENEFITS: Full
UNION: No

POSITION SUMMARY:

As a member of the clinical leadership team, the Supervising RN performs all duties under the direct supervision of the Director of Nursing and in consultation with the Medical Director and Associate Medical Director. This position is responsible for implementing strategies to meet and exceed all standards and objectives for the department. By sharing time between administrative duties and working the nursing floor, the Supervising RN integrates hands-on experience with management skills to guide line staff (RNs, LVNs, and MAs) in the efficient performance of their duties. The Supervising RN will also be accountable to the Director of Nursing for issues of site-specific quality control and compliance. S/he must maintain clear and organized records on all matters of compliance for a designated site, including OSHA, CLIA, and IZ.

DUTIES AND RESPONSIBILITIES:

1. Works side-by-side with nursing staff to provides hands-on care including: medications and injections to patients as directed by the providers; immunizations; referrals to other providers and community health resources; and health instruction to patients or following examinations.

2. Supervises all nursing functions at the clinic site assigned including immediate supervision of other nurses and medical assistants to assure compliance with established standards and procedural requirement.

3. Performs real-time problem solving on the clinical floor to address everyday issues of staffing, workflow, triage call volume and all other general nursing functions.

4. Coordinates effective use of supplies, equipment and facilities. Works with the licensed nursing staff to perform inventory. Performs thorough assessment to determine the urgency, priority and needs of the department prior to approving purchase requisitions.

5. Assists in the orientation and training of new employees and participates in their ongoing training. Act as resource person for nursing and MA staff to answer questions, coach and supervise current staff in the performance of their job duties.

6. Documents, investigates and responds to concerns, issues, and complaints at the first level quickly and appropriately. Reports all operational issues promptly to the Director of Nursing to avoid repeat of inefficiencies and to improve overall quality in the department.

7. Works collaboratively among clinical and administration departments to address issues including those related to patient scheduling, handling of triage calls and drop-ins, and all related issues impacting the efficient operations of the clinical floor.

8. Prepares nursing and medical assistant schedules and assures adequate coverage in accordance with mandated staffing ratios and TVHC quality standards for patient care.
9. Gives feedback and recommendations to the Director of Nursing for the scheduling of vacation and sick leaves for nursing and MA staff.

10. Assists the Director of Nursing to conduct regular performance evaluations for all nursing and MA staff. Documents performance concerns in a timely manner and works with the Director of Nursing to implement performance improvement and progressive discipline plans as appropriate.

11. Monitors patient flow and directs medical assistants assigning them to the appropriate provider(s) in preparation of exam rooms, taking vital signs and preparation of patients for examination, as needed.

12. Works alongside nursing staff to provide patient care in accordance with licensure including medication administration, treatments, triage, procedures, immunizations and referrals to other providers and community resources, and health instructions to patients, as needed.

13. Participates and assists Director of Nursing with Quality Assurance, Emergency Preparedness, Electronic Health Record implementation, compliance and other programs.

14. Participates in clinical staff and other meetings as required and directed by the Director of Nursing.

15. Performs all duties and responsibilities in compliance with TVHC’s Service Excellence Standards.

16. Performs other related duties as may be assigned by the Director of Nursing, Medical Director and/or Chief Executive Officer.

QUALIFICATIONS

1. Possession of valid California Registered Nurse license and current CPR certification.
2. Bilingual English/Spanish preferred.
3. Able to relate appropriately to, communicate effectively with, and develop trusting relationships with diverse patient population and with staff.
4. Able to motivate staff; promote team building; assume leadership role within clinical area.
5. Demonstrates flexibility in regards to job duties and assignments.
6. Have a valid California Driver’s License, auto insurance, and accept travel assignments on the job as directed.

EDUCATION AND EXPERIENCE

1. Graduate from Accredited Registered Nursing Program.
2. Minimum two years nursing experience in an outpatient clinic with responsibility in administration; minimum one year supervisory experience.