HEAD NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is professional nursing service work of a complex nature which involves a responsibility for the general health of assigned patients covered by a nursing station within a hospital or infirmary. An incumbent in this position may also be assigned to act as a specialist in a clinical area such as resident assessment and/or care planning. The work is performed under the general supervision of a Supervising Nurse or higher level professional and medical supervision from a physician. Supervision may be provided over a substantial number of nursing personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:
Develops, implements and evaluates the nursing regimen for assigned patients/residents by performing a variety of treatments and procedures (administration of medications, respiratory care therapy, pain management, etc.);
Documents, reports and interprets patient responses by completing required forms such as the MDS, PRI, progress notes, comprehensive care plans, accountability forms and flow sheets as assigned;
Delegates and coordinates unit routines and assignments and provides guidance and supervision to assigned unit nursing staff;
Implements special projects or performance improvement programs that promote the resident quality of life and effectiveness in the provision of nursing services such as patient education program, staff in-services, discharge/care planning coordination;
Provides emergency medical treatment such as Basic Life Support (BLS) or Advanced Cardiac Life Support (ACLS) as needed;
Participates in departmental and interdisciplinary committees such as patient safety committee, policy committee, care planning committee, etc., and/or as assigned by the Director of Nursing;
 Maintains professional competence, licensing, certification or registration through participation in continuing education and attendance of nursing in-services as required;
Promotes the facility policy advocating for patient's rights, privacy, dignity and confidentiality of information;
Reports to duty on the assigned scheduled shift which may include weekends, holidays and off-hours;
Coordinates and evaluates the nursing care of the resident as provided by the nursing staff by all three shifts and the interdisciplinary team to promote the resident's continuity of care;
May be assigned to specialized administrative duties in support of patient care plans and resident assessments;
May be required to act as a relief supervisor on weekends, holidays or in an emergency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of nursing theory and techniques and skill in their application; good knowledge of supervisory principles and techniques; good knowledge of hospital organization, practices and procedures; good knowledge of New York State regulations in the area of patient care and patient assessment; ability to communicate effectively, both orally and in writing; ability to establish and maintain successful relationships with others.

(over)
MINIMUM QUALIFICATIONS:

1. Possession of a license issued by the State of New York to practice as a Registered Nurse and three (3) years of professional nursing experience in a hospital or medical institution, or

2. A Bachelor's degree in Nursing and two (2) years of professional nursing experience in a hospital or medical institution, or

3. A Master's degree in Nursing and one (1) year of professional nursing experience in a hospital or medical institution.

PROMOTION:  One (1) year of permanent status as an Assistant Head Nurse.