

## **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. An incumbent in this position may also be assigned to act as a specialist in a clinical area for assessments and/or care planning. The work is performed under the general supervision of a higher-level administrator and medical supervision from a physician. Supervision may be provided over subordinate staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops, implements and evaluates the nursing regimen for assigned patients 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 including but not limited to 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;

Implements special projects or performance improvement programs that promote 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 a higher-level administrator;

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 patient(s) to promote the continuity of care;

May be assigned to specialized administrative duties in support of patient care plans and 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 application of current nursing techniques and procedures; good knowledge of the institution's practices and procedures; good knowledge of New York State regulations in the area of patient care and patient assessment; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain successful relationships with others.

### **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, medical institution, correctional facility, or related services provider, or

(over)

2. A Bachelor's degree in Nursing and two (2) years of professional nursing experience in a hospital, medical institution, correctional facility, or related services provider, or
3. A Master's degree in Nursing and one (1) year of professional nursing experience in a hospital, medical institution, correctional facility, or related services provider.

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

**SPECIAL REQUIREMENTS:**

1. License to practice as a Registered Nurse issued by the State of New York must be maintained throughout the course of employment in this title.
2. For employment in a correctional facility, may be required to be ACLS certified within six (6) months of employment.