

## Job Description

<b>Job Title</b>	<b>Nursing Supervisor</b>
<b>Department</b>	<b>Nursing Administration</b>
<b>Reports to</b>	<b>The Director of Nursing</b>
<b>Date</b>	<b>November 2014</b>

### Overall Purpose of Job

To assist the Director of Nursing in providing a high standard of care, by leading assigned nursing and support staff in provision of patient focussed care within resources and provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

### Key Responsibilities and Deliverables

#### Management & Leadership

- To assist the Director of Nursing in the performance of his or her duties.
- To assist with the direction and supervision of the nursing and allied service to ensure that a high level of patient care is provided at all times.
- To assist in the management and co-ordination of the activities of the nursing and non-nursing services within the hospital.
- To improve and maintain morale amongst staff by effective leadership, consultation and communication.
- To participate in team meetings and other relevant forums.
- To investigate serious incidents, accidents and complaints as directed, and report accordingly.
- The post holder will be familiar with and adhere to *The Professional Scope of Practice Framework 2000 (An Bord Altranais)*.
- The successful candidate may be required to act for the Chief Nursing Officer or the Director, Patient Care Services from time to time, in his or her absence, as may be appropriate.

The post holder will partake in the Total Quality Management processes thereby contributing to:

- The identification of quality, policy and guideline issues.

- The evaluation of current practices to best practice.
- The setting of standards utilising structure, process and outcome.
- All hospital, regional and national audit processes.
- The Hospital Wide Accreditation Cycle.
- Health Promotion initiatives.

**Administrative**

- To assist in the management of staff rostering to ensure that resources are deployed effectively and efficiently within the unit.
- To assist the Chief Nursing Officer and Director, Patient Care Services in the preparation of accurate annual estimates of resource requirements and to assist with the control of expenditure within budget.
- To maintain necessary records and furnish such reports and returns as may be required from time to time.
- To establish and monitor stock limits and to ensure an effective use of stocks.
- To organise bed management and patient allocation to appropriate units.

**Clinical**

- Ensures that patient care is based upon the Nursing process and Relationship based care.
- Responds to all Code Blue situations and emergencies, uses judgement and acts effectively in an emergency situation.
- Visits all departments involved in patient care.
- Monitors compliance with standards of care by observation, verbal reports and written documentation.
- Counsels or guides patients, families and staff as needed.
- Demonstrates knowledge and application of principles of safety, infection control, hazardous materials, waste program and universal precautions.
- Adheres to all hospital policies.
- Serves as a role model in the evaluation and revision of patient care delivery systems.
- Makes patient care assignments based on patients needs (acuity) and according to the skill and competency levels of staff members.
- Manages problems related to patient and family satisfaction in a sensitive and courteous manner.

- Anticipates potential conflicts and implements plan of action.
- Serves as a role model for peers.
- Independently implements problem-solving skills and evaluates effectiveness.
- Identifies problems and provides information in promoting effective working relationships with other departments in the hospital.
- Communicates appropriately and gives accurate information to patient and family and maintains confidentiality.
- Delegate team assignments based on staff competency level and patient acuity levels.
- Modifies patient care assignments on a continuous basis to accommodate changing patient care needs.
- Identifies problems with equipment, labels appropriately and communicates problems to appropriate department so that repairs can be made.

### **Professional & Technical**

- To assist with the implementation of systems for documenting and evaluating the quality of care.
- Participating in the development of Quality Assurance Programme.
- Improving standards of care where possible.
- Reporting serious problems affecting quality care to the Director of Nursing.
- To participate in the formation and review of policies, procedures and protocols and assist in the implementation of any changes required to ensure a high standard of care, bearing in mind current research findings and available resources.
- To monitor professional practice of nursing staff.
- To monitor work practices of all non-nursing staff.
- To assist in identifying staff potential by assisting with regular appraisals and in the development of this potential by the appropriate use of education and training.
- To participate in the development and organisation of in-service education programmes.
- To maintain clinical and managerial knowledge at all levels sufficient to undertake the role of Assistant Director of Nursing.
- To assist and attend all mandatory sessions required to perform role and ensure staff compliance.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered General Nurse – Nursing &amp; Midwife Board of Ireland (NMBI).</li> <li>Recognised Nursing Management or Health Services Management Course.</li> <li>IT skills.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Management experience.</li> <li>2- 5 years' experience at first-line Nursing Management level.</li> <li>Critical Care or Emergency Department experience.</li> <li>Administration experience.</li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<p>Can demonstrate knowledge related to:</p> <ul style="list-style-type: none"> <li>Quality issues.</li> <li>Patient Centred Care.</li> <li>Policy, Procedure, Standards formulation.</li> <li>Auditing.</li> <li>Health &amp; Safety issues.</li> <li>Staff recruitment and retention.</li> <li>Leadership ability.</li> <li>Good communication and interpersonal skills.</li> <li>Negotiation skills and counselling skills.</li> <li>Interviewing skills.</li> <li>Ability to manage and monitor absenteeism, staff performance.</li> <li>Ability to motivate self and others.</li> <li>Ability to maintain excellent records.</li> </ul>
<b>Personal Competencies</b>	<p>All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.</p>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

**Job Description received by employee:** \_\_\_\_\_  
**Signature**
**Date**

\_\_\_\_\_  
**Name (Block Capitals)**