

Beacon Hospital

Job Description

Job Title	Nursing Supervisor
Department	Nursing Administration
Reports to	Nursing Supervisor Manager The Director of Nursing The successful candidate may be required to act for the Director of Nursing from time to time, in his/her absence, as may be appropriate.
Date	

Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

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.

Key Responsibilities and Deliverables

Management/Leadership

- To assist the Director of Nursing in the performance of his/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.

Administrative:

- To assist in the management of staff rostering to ensure that resources are deployed effectively and efficiently within the unit.
- To assist the Director of Nursing 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.

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.
- Has an awareness of the following:
 - Back Care and Lifting Techniques
 - Employee Health Services Reference Guide
 - Fire/Disaster Preparedness, Evacuation
 - General and Specific Safety
 - Hazardous Material Program
 - Infection Control
 - Information Management
 - Patient Rights
- 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/ 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/family and maintains confidentiality.
- Delegates 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.
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- Utilizes supplies and equipment in an appropriate and cost effective manner.
- Identifies changes in usage of unit supplies by making recommendations that are cost effective.
- Serves as a resource to peers and health care team members by locating and troubleshooting equipment.
- 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/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.

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Person Specification

Qualifications	<ul style="list-style-type: none">• Registered General Nurse – An Bord Altranais• Recognised Nursing Management/Health Services Management Course.• Computer/Keyboard skills.
Experience (Amount and Type)	<ul style="list-style-type: none">• Management experience• Two years experience at first-line Nursing Management level• Relevant clinical experience• Administration experience
Job Specific Competencies and Knowledge	<p>Can demonstrate knowledge related to:</p> <ul style="list-style-type: none">• Quality issues• Patient Centred Care• Policy/Procedure/Standards formulation• Auditing• Health/Safety issues• Staff recruitment and retention• Leadership ability• Good communication and interpersonal skills• Negotiation skills and counselling skills• Interviewing skills• Ability to manage and monitor absenteeism, staff performance.• Ability to motivate self and others• Ability to maintain excellent records• Demonstrate evidence of computer skills and working knowledge of I.T. systems.
Personal Competencies	<ul style="list-style-type: none">• 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 of hospital management.

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