

## **ACCELHEALTH**

### **JOB DESCRIPTION**

#### **I. JOB TITLE:**

**DATE:**

<b>A. POSITION:</b>	<b>Nurse Supervisor</b>
<b>B. CLASSIFICATION:</b>	Non-Exempt
<b>C. ACCOUNTABLE TO:</b>	Director of Nursing
<b>D. DEPARTMENT</b>	Clinical
<b>E. PROGRAM:</b>	CHC Clinics
<b>F. OSHA CATEGORY:</b>	1

#### **II. JOB SUMMARY:**

The Nurse Supervisor is responsible for overseeing the delivery of safe, quality nursing care to patients of all ages in the community health center. Functions as a member of the multi-disciplinary health care team within the scope of his or her license; oversees the nursing staff; and provides direction regarding nursing care at the Center. Maintains clinical expertise and required competencies, and demonstrates thorough knowledge of procedures and processes necessary to deliver quality primary health care services.

#### **III. Key Supervisory Responsibilities**

- A. Assists the Director of Clinical Operations in the day-to-day management of the nursing department:
  - 1. Coordinates work assignments and schedules of the nursing staff to ensure optimum patient flow.
  - 2. Actively participates in patient complaint procedures to resolve operational problems.
  - 3. Ensures compliance with AccelHealth policies and procedures, Federal/State regulations (ex: OSHA, HIPAA), and other grant requirements.
- B. Works with the DON to ensure department is staffed with qualified, competent employees:
  - 1. Interviews prospective employees and makes recommendations for hire.
  - 2. Provides all new hires with proper training and orientation to the nursing responsibilities.
  - 3. Evaluates staff performance and recommends merit increases, promotions, and disciplinary actions.
- C. Ensures department is functioning well as a team:
  - 1. Communicates departmental goals and sets “expectations of performance” for each team member.
  - 2. Identifies, analyzes, and facilitates resolution of any issues which are a barrier to the team achieving its goals.
  - 3. Plays a vital role in the success of AccelHealth employee communication by keeping

- both staff and administration informed of any changes, ideas, concerns, etc.
- D. Prepares staff time cards for payroll processing. Monitors staff attendance, tardiness, and overtime trends.
- E. Performs supervisory duties in accordance with the Manager's Standards of Conduct and AccelHealth Mission Statement.
- F. Makes weekly nursing schedule clinics, takes daily call ins, works floor on PRN basis.

**DUTIES AND RESPONSIBILITIES:**

- A. Communicates professionally and effectively with staff, administration, patients, and public.
- B. Assigns tasks and monitors workflow to ensure completion within established time frames.
- C. Ensures nursing compliance with regulatory requirements, including but not limited to:
  - a. Infection control plan
  - b. The Joint Commission requirements
  - c. HIPAA compliance
  - d. Quality Improvement measures and initiatives
- D. Identifies workflow issues and inefficiencies within the nursing department and between departments; problem solves with leadership to achieve the highest level of efficiency.
- E. Collaborates with the Director of Clinical Operations to ensure nursing modernization, supporting and encouraging innovation in practice and the way services are delivered.
- F. Tracks immunizations at each clinic, performing monthly inventory counts and reporting those numbers to DSHS.
  - a. Ensures vaccine count is updated in Nextgen vaccine inventory.
  - b. Orders immunizations and continuously monitors product min/max levels to effectively balance product availability and cost-efficient inventory control.
  - c. Works with the state for annual immunization audits, pulling records and ensuring compliance with audit requirements.
- G. Assists in developing and implementing goals, objectives, and policy / procedures for the department.
- H. Attends required meetings and participates on committees as requested.
- I. Enhances professional growth and development through in-service meetings, educational programs, conferences, etc.
- J. Monitors and orders supplies. Ensures equipment is maintained.
- K. Maintains patient confidentiality.
- L. Prepares patients for examination and treatment. Takes patient histories and vital signs.
- M. Prepares exam and treatment rooms with necessary instruments.
- N. Gives injections and applies dressings as ordered by physician.
- O. Prepares and maintains supplies and equipment for treatments, including sterilization.
- P. Assists physicians with preparing for minor surgeries and physicals.
- Q. Assists with scheduling of tests and treatments.

- R. Maintains patient files, records and other information.
- S. Compiles and condenses technical and statistical data for reports and records.
- T. Assist in other areas of department/clinic as required.

#### **IV. ADDITIONAL RESPONSIBILITIES**

- A. May assist other staff members with their duties as work load dictates.
- B. Attends seminars and conferences as needed or requested.
- C. Uses equipment safely and effectively.
- D. Demonstrates an appropriate level of knowledge of infection control for the assigned duties, awareness of the organization's mission and values, knowledge of patient rights.
- E. Complies with in-service requirements and attends mandatory meetings.
- F. Demonstrates knowledge of policies and procedures for safety in the workplace including response to: employee injury, fire, security, incidents, ban on smoking, utility failure, response to medical emergencies, and handling of hazardous material.
- G. Uses and protects access code for computer and telephone.
- H. Utilizes the employee handbook, chain of supervision and other resources.
- I. Demonstrates awareness of process improvement methodology (design, measure, assess, improve). Actively participates in performance improvement activities.

#### **V. PERFORMANCE STANDARDS:**

Performance will be evaluated by the Director of Clinical Operations using the AccelHealth Performance Evaluation forms wherein a satisfactory overall rating is considered a minimum acceptable level of performance.

#### **VI. QUALIFICATIONS:**

- A. Licensed Vocational Nurse (LVN) certificate from an accredited school of vocational nursing and current unencumbered license as an LVN in the State of Texas.
- B. Current training in basic life support (BLS) for healthcare professionals.
- C. Three years supervisory experience desired. Must have at least two years experience as a LVN floor nurse in a primary care clinic setting.
- D. Knowledge of principles of health promotion, prevention, and motivation.
- E. Ability to prepare written correspondence and effectively present information in small group settings and/or to the public.
- F. Bilingual (English and Spanish) helpful.

#### **VII. PHYSICAL REQUIREMENTS:**

- A. Must be able to perform the essential functions of the position:
- B. Must be able to meet the attendance requirements of the position.

- C. Must have own insured vehicle, be able to able to travel to other clinic sites unassisted and possess a valid Texas license.
- D. Must be able to assist patients evacuate in the event of an emergency.
- E. Must not pose a direct threat to the health or safety of other individuals in the workplace.

**By signing below, I acknowledge that I have received a copy of this job description, that I have had an opportunity to review it, that it has been discussed with me, and I believe I can fulfill the duties contained therein.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date