



## Nursing House Supervisor JOB DESCRIPTION

Position Title: Nursing House Supervisor/Drug Room RN Exemption Status: Exempt

Job Classification: Management Job Code: \_\_\_\_\_

Department: Care Delivery - Nursing

Reports to: Chief Nursing Officer

Last Update: June 14, 2021

### OUR ORGANIZATION:

Seneca Healthcare District (SHD) is a community-oriented critical access hospital and clinic located in Northern California situated in the beautiful Lake Almanor area basin with a full range of inpatient, outpatient, and emergency care. SHD is more than a hospital; we are a partner in health and wellness both inside and outside of our medical campus. As the healthcare industry seemingly becomes more streamlined and depersonalized, people are looking for a healthcare setting that feels more like a family. SHD strives to provide a consumer-friendly environment by never forgetting that we are in a business where our sole focus is on people.

SHD is committed to patient safety and quality care. That is why we are constantly working to be the provider of choice for our community. SHD encourages the efficient use of resources while providing a working environment that promotes the personal and professional growth of our employees. Join the team and Seneca Healthcare District and be more than a name badge, be part of a family made up of an entire community.

### JOB SUMMARY:

The Seneca Healthcare District House Supervisor is a Registered Nurse, who under the direction of the Chief Nursing Officer, assumes full responsibility for the supervision of the entire hospital during his/her shift and during call. Duties also include serving as the Drug Room Nurse. The Nursing House Supervisor works closely with the ER Supervisor, and the SNF Director of Nursing (DON) to coordinate ongoing continuity of care in those departments in the absence of the direct supervisor. The supervisor is the one who is responsible for maintaining cost effective quality care. Must be able to develop and maintain processes to facilitate a consistent workflow including using industry standards and best practices.

Day, PM, and Relief (Must be able to flex days and nights)  
4-day workweek (min 2-12hr shifts and 2-8hr shifts) Call required.

### ESSENTIAL FUNCTIONS

- Promote the mission, vision and values of the organization
- Keep the Chief Nursing Officer informed of reportable situations and nursing unit needs.
- Demonstrate behavior in which actively promotes a harmonious working relationship in the nursing units and other hospital departments. Demonstrates positive customer service skills and teach the same.
- Participate in the selection, training, scheduling, monitoring, disciplining and evaluating supervised employees.

- Demonstrate ability to actively and expeditiously problem solve
- Participate in nursing and management staff committee work. Attend management meetings on a regular basis. Participates in the nursing leadership team.
- Maintain a high quality of patient care by establishing and maintaining contemporary industry best practices.
- Enforce policies, procedures and processes for nursing units and assist in revising when appropriate.
- Demonstrates behavior that shows understanding of the organization of the hospital and the nursing service.
- Utilize an effective method for disseminating general information written policies and procedures to those under his/her supervision.
- Analyze and evaluate nursing care provided to the units under his/her supervision and make recommendations for improvement,
- Evaluate and assist in preparing Nursing Care Plans.
- Support and participate in staff development programs.
- Obtain medications from the Pharmacy in the absence of the Pharmacist or Drug Room RN and be responsible for implementing appropriate pharmacy procedure.
- Respond and direct activities of all hospital "Codes".
- Plan and provide adequate staffing for the nursing units on a monthly and daily basis.
- Follow all general and departmental safety, security, and health procedures and policies. Utilize all safe work practices recommended for department.
- Ensure that employees practice safety in all departments within the hospital.
- Orient new employees to hazardous materials, safety and proper use of equipment. Whenever new substances, processes, equipment, or procedures are introduced, provide proper information and orientation.

## **PHARMACY FUNCTIONS**

- Assume responsibility for Pharmacy when Drug Room RN/LVN is off duty or away during regular hours.
- Attends all P&T (Pharmacy and Therapeutics) quarterly meetings.
- Reports to the consulting Pharmacist.
- Is responsible for all narcotic ordering and receiving.
- Direct supervision of the Pharmacy Nurse.
- Ensures that all pharmacy licenses are current.

## **ESSENTIAL ACUTE CARE NURSING FUNCTIONS**

- Provide direct nursing care according to accepted standards of care and in accordance with hospital policies and procedures.
- Plan, provide and evaluate nursing care recognizing and interpreting symptoms, reporting patient's conditions, and instituting remedial measures in adverse developments.
- Complete nursing assessment on new patients.
- Implement teaching with patients and families consistent with the medical regime.
- Maintain and update the care plan according to the changing needs of the patient.
- Recognize, report, and record any change in conditions or behavior of the patients.
- Make regular rounds on assigned patients.
- Give concise pertinent and accurate reports on patients.
- Acts as preceptor or assigns a preceptor for new employees, report progress to the Chief Nursing Officer.
- Accurately communicate in writing through utilization of appropriate charting method, patient care summary, and proper transcription of medical orders.
- Follow procedures regarding incidents and accidents.
- Complete and document narcotic count as required.
- Safely and accurately administer medications,
- Initiate and monitor IV and blood component therapy.
- Make assignments according to the needs of the patients and the staff.
- Direct the care of patients assigned to nursing staff.
- Identify unit problems and follow proper channels for solution.
- Establish therapeutic rapport with patients, families, and visitors- respecting patients' rights to privacy and CONFIDENTIALITY of information.
- Communicate pertinent information regarding patients at shift reports.
- Recognize and respond to priorities in the patient care process and adapt to changes in workload.

## **ESSENTIAL EMERGENCY CARE NURSING FUNCTIONS**

*When designated to the Emergency Department.*

- Take report from the off going Emergency Room Registered Nurse and walk through the Emergency Department to assess operational status and check the Emergency Room crash carts.
- Assure the cleaning and maintain of all emergency Rooms and that they are at full operational status.
- Respond to all STAT and triage calls from admitting,
- Manage ambulance radio traffic. Meet all patients admitted to the Emergency Department via ambulance.
- Assess all critical Emergency Room patients and coordinate care, as ordered, for all Emergency Room patients.
- Assume responsibility for directing Code Clue if ACLS certified.
- Take all verbal or telephone orders regarding medications for Emergency Room patients.
- Notify admissions when an Emergency Room patient is admitted, complete the Nursing Admission Interview, give the receiving nurse a clear and concise report, and assist with assembling the admission paper work and the chart.
- Assist the Acute Care nurses in transferring an admitted patient to his/her assigned room.
- Review all Emergency Room records for completion at the end of shift.

## **ESSENTIAL GENERAL NURSING FUNCTIONS**

- Provide proper notification for absences and tardiness and is punctual at start of shift.
- Observe hospital dress code and wear identification badge.
- Maintain a clean and safe environment for patients and other nursing staff.
- Demonstrate understanding of emergency/disaster situations and response plans.
- Assist in maintaining equipment assigned to patient care and report malfunctioning equipment to the appropriate personnel.
- Attend mandatory meetings and in-services.
- Observe safety precautions.
- Perform other duties as assigned.

## **QUALIFICATIONS**

- RN currently licensed in California. B.S.N. required.
- Current CPR certification. Pediatric Advanced Life Support (PALS) and Advanced Cardiac Life Support (ACLS) certifications within six (6) months of hire.
- Minimum of five (5) years acute care experience
- Minimum of three (3) years experience as a Nursing Supervisor / House Supervisor.
- Emergency experience preferred.
- Evidence of skills in leadership, objectivity, integrity, initiative, and communication skills.
- Ability to work effectively with others.
- Demonstrates interest in improving knowledge, skills, and techniques by furthering education, attendance of appropriate in-service programs, workshops, and independent study.

## **SAFETY AND REGULATORY COMPLIANCE RESPONSIBILITIES**

Conducts the Districts business in an ethical and lawful manner, and is willing to report any knowledge of real or potential fraud or abuse according to the district policy.

**SUPERVISED BY:** Chief Nursing Officer

**ORGANIZATION POSITION:** Nursing Department