

**MUNSON HEALTHCARE MANISTEE HOSPITAL
JOB DESCRIPTION**

TITLE: House Supervisor
Job Code: 000450
Work Comp Code: 8833

FLSA: Exempt
Grade: NUH
Date: 06/06, 10/08, 8/09, 10/13, 01/18

DEPARTMENT: Nursing

GENERAL SUMMARY:

Reports to the Chief Nursing Officer or his/her designee, and is primarily responsible for clinical leadership on all patient care units and operational direction to ancillary departments on assigned shift to ensure optimal care delivery.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Current unencumbered licensure to practice professional nursing in the State of Michigan (Bachelor's degree in nursing required).
2. Two to three years of progressively more responsible clinical nursing experience (i.e. Team Leader, Charge Nurse, Clinical Resource nurse) to a) acquire an in-depth knowledge of nursing theory, practice and standards, b) acquire a thorough knowledge of the Hospital's policies and procedures, c) acquire a working knowledge of the legal aspects of patient care and admissions, and d) develop effective managerial and supervisory skills.
3. Current Basic Life Support, Advanced Cardiac Life Support, PALS and NRP certification required as soon as available after hire.
4. Analytical ability to assist with complex patient care and associate situations, investigate and resolve operational issues, evaluate patient care, adjust schedules, assignments, as well as unit development and policies and procedures in collaboration with nursing staff.
5. Visual, hearing and sensory touch acuity necessary to assess patient's condition, developmental needs, and utilize the nursing process and professional judgment in providing care to patients of all age populations (i.e., pediatrics, geriatric, adolescent, and adult).
6. Interpersonal skills necessary to frequently interact with patients, family members, associates, physicians, and representatives of outside agencies.
7. Supervisory and managerial skills necessary to plan, organize, influence, and integrate work of professional and nonprofessional associates on the supervised shifts. Ability to counsel associates and team resolve work related problems.
8. Computer abilities required to be able to effectively utilize the organizations electronic health record(s), word processing programs, spread sheet programs or others which may be necessary for the operation of the organization, garner data, review and track process improvement measures and provide daily input/data to executive and management staff.
9. Emotional/mental ability to perform effectively and efficiently under pressure in stressful situations.

10. Please check the appropriate health and safety requirements:

- Exposure to blood and/or body fluids
- Exposure to Hazardous Chemicals or Pharmaceuticals
- Repetitive bending, lifting, pushing, pulling, 25 lbs to equivalent of associate's weight
- Minimal bending, lifting, pushing, pulling, 0-25 lbs
- Moderate bending, lifting, pushing, pulling, 10-25 lbs
- Continual standing
- Continual sitting
- Sporadic keyboarding, sitting, standing
- Utilization of personal protective equipment (gloves, masks, gowns, boots, etc)
- Continual keyboarding

11. Please check the appropriate age specific competencies:

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| <input checked="" type="checkbox"/> Prenatal & Perinatal (0-2) | <input checked="" type="checkbox"/> Young Child (2-8) |
| <input checked="" type="checkbox"/> Adolescent (9-15) | <input checked="" type="checkbox"/> Adult (16-28) |
| <input checked="" type="checkbox"/> Middle-Aged Adult (29-53) | <input checked="" type="checkbox"/> Geriatric (54-74) |
| <input checked="" type="checkbox"/> Frail Adult (75+) | <input type="checkbox"/> Not applicable, no clinical contact |

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Manages day-to-day use of resources in departments throughout the hospital to assure efficiency and cost effectiveness. Rounds on all units in the hospital throughout the shift and assists where appropriate.
2. Manages day-to-day nursing staffing needs throughout the hospital to assure that staffing coverage is adequate, safe and cost effective. Adjusts staffing as needed due to acuity and/or census.
3. Is responsible for global bed management, works with charge/lead nurse to optimize bed management on a unit and house level.
4. Observes staff performance and competency. Provides immediate feedback, counseling and corrective action in collaboration with the appropriate manager and Human Resources when performance issues arise. Assures that information related to competency and performance is ongoing and included in annual performance appraisal.
5. Assures compliance with accreditation and regulatory standards, and hospital policies and procedures. Provides input into the development of new policies and procedures as needed.
6. Works cooperatively and maintains communication with all hospital departments and external parties to facilitate quality patient care, improve processes, resolve problems, and exchange information. Investigates and resolves issues and concerns as they arise. Communicates with Directors, Administrators, Managers, Medical Staff etc. regarding issues identified while on duty (Patient Complaints, Medication Errors, Patient Incident Reports and Employee Incident Reports). Is the primary point of contact to the Administrator on call as well as managers on call.
7. Provides reports/data to Executive and Management Team related to operational benchmarks.

8. Represents the administrative and management functions of all departments throughout the hospital during assigned shifts. Is responsible for decision-making, staffing, safety, quality, outcomes, and appropriateness of care.
9. Facilitates the use of appropriate policies and procedures to address emergency issues, transfers, surgeries, and employee relations' issues. Reviews transfer forms/documentation for transfers during shift to ensure appropriate documentation is included.
10. Is the Incident Commander for the facility in the event of a disaster until appropriate transfer of command can occur. Completes ICS 100, 200, 700, 800.
11. Audits nursing care documentation for compliance with licensure, accreditation or payor requirements. Including but not limited to falls, restraints, urinary catheters, central lines and blood/blood byproduct administration.
12. Participates in leadership capacity in National Patient Safety Goals initiatives. Audits practice and process as assigned, works with managers on action plans to reach identified targets.
13. Collaborates with the key stakeholders on the development of clinical pathways, physician order sets, nursing care plans, patient education materials, and discharge instructions.
14. Collaborates with the clinical leaders on the identification and development of clinical competencies and educational programs for clinical staff. Assists in identifying educational needs and monitoring competency.
15. Collaborates with the Safety Officer and Risk Management Coordinator and assists in identifying patient safety issues and implementing strategies to reduce risk. Assists as needed in revising and developing safety plans and communicating safety strategies to staff throughout the hospital.
16. Oversees the compliance of infection control policies and procedures throughout the hospital on assigned shift, works collaboratively with the Infection Prevention Manager.
17. Promotes employee safety and reduce employee risk throughout the hospital. Contributes information to the development of strategies and policies as needed, collaborates with Associate Health.
18. Reviews patient admissions in collaboration with Utilization Review to insure appropriate admission status of patients.
19. Demonstrates compassionate care by identifying needs and expectations of internal and external customers and responding to them in a timely and effective manner, anticipating and preventing delays which could negatively affect them and keeping them informed about the status of pending actions.
20. Performs job responsibilities in a professional, ethical and compliant manner consistent with the Hospital's values, Code of Conduct, policies, procedures and protocols and all relevant laws, statutes and regulations.
21. Communicates effectively and appropriately maintains confidentiality at all times. Treats others with respect and consideration demonstrates good listening skills. Uses the appropriate tone for the situation and audience.

22. Performs as an effective team player and adds complementary skills to the team. Contributes valuable ideas, opinions and feedback to the team. Shares equitably in the workload with their peers.
23. Engages in performance improvement projects and activities by identifying areas of opportunity and offering concrete suggestions for improvement and participation in departmental or hospital wide projects and/or process improvement teams. Applies Performance Improvement concepts and methods throughout related activities.
24. Maintains a safe environment for patients, visitors and associates. Demonstrates understanding of and carries out their role in infection control, environmental safety, and emergency and disaster plans. Works in a safe and healthy manner to prevent injury or illness. Practices hand hygiene and National Patient Safety Goals at all times. Encourages other team members to do the same.
25. Demonstrates best judgment, problem-solving, and decision-making skills in the best interest of the patient/customer/organization. Analyze situations, assess risks and benefits of alternative approaches, and act accordingly.
26. Uses technical skills and job knowledge to perform essential tasks in an efficient and effective manner. Is responsible for maintaining and upgrading own knowledge, skills and abilities.
27. Presents a professional appearance, demeanor and behavior at all times reflecting a positive image of the Hospital.

APPROVALS:

DEPARTMENT: _____ DATE: _____

HUMAN RESOURCES: _____ DATE: _____

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.