

## HEAD NURSE

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher level professional nurse, incumbents of this position are responsible for the planning of nursing care, staff development, staffing patterns, implementation and maintenance of standards of practice, departmental philosophy and overall hospital objectives, on a 24-hour basis. Coordinates services provided by other departments to the nursing unit. May provide consultation to other nursing and health care professionals in the area of specialization. Work is subject to shift assignment over a 24-hour, 7-day per week period. Supervision is exercised over a number of professional, para-professional, clerical and clinical support staff. Does related work as required.

### EXAMPLES OF WORK (Illustrative Only)

#### Clinical

Coordinates, guides and directs the development, implementation and evaluation of nursing regimen for patients within a specific nursing unit;

Supervises the clinical performance of nursing personnel;

Participates in development and implementation of quality assurance programs;

Participates in multi-disciplinary team approach to patient care;

Identifies and utilizes appropriate resources to problem solve specific patients, family or staff issues;

Advocates the Patient's Bill of Rights;

#### Systems Maintenance

Participates in outlining basic staff patterns, scheduling staff complement and making adjustments in nursing assignments for change in patient census and classification to ensure continuity of patient care;

Participates in the interview and selection process for the hiring, transfer and discharge of unit staff;

Assists in the formulation and implementation of nursing policies and procedures and interprets them to staff;

Participates in defining, maintaining, and interpreting standards of nursing practice;

Participates in the development of a multi-disciplinary team approach to patient care;

Collaborates with Nursing Service Administration in the development of nursing unit staffing and budgeting;

Develops plans for supplies and equipment;

Participates in departmental and inter-departmental committees;

EXAMPLES OF WORK: (con't)

Participates in maintaining intra and inter-departmental systems that provide for effective functioning of the unit;

Evaluates the performance of nursing personnel;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Staff Development

Participates in ongoing continuing education programs;

Reviews and analyzes trends pertinent to the delivery of nursing care within a unit and initiates appropriate innovations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of application of current nursing techniques and procedures; thorough knowledge of nursing service policies and procedures; thorough knowledge of nursing service philosophy; thorough knowledge of the New York State Nurse Practice Act, New York State Health Department and JCAH accreditation requirements; knowledge of the organization, function, policies, regulations and procedures of the hospital and/or home health care setting as they relate to nursing services; skill in the use of computer applications such as spreadsheets, word processing, e-mail and database software; ability to coordinate, supervise and implement standards of nursing practice on a specific nursing unit on an on-going basis; ability to collaborate with nursing service administration in the development of nursing unit staffing and budgeting; ability to set priorities; ability to motivate staff; ability to establish and maintain effective working relationships; ability to communicate clearly, both orally and in writing; resourcefulness; integrity; tact; initiative; sound professional judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, as a Registered Nurse, and either: (a) two years of nursing experience, one of which must have been at a leadership level; or (b) a Bachelor's Degree\* or Master's Degree\* in Nursing, and one year of nursing experience at a leadership level; or (c) an equivalent combination of training and experience.

\*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.