**TITLE OF POSITION: NURSING SUPERVISOR**

**TITLE OF IMMEDIATE SUPERVISOR: DIRECTOR OF NURSING**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – HIGH**

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| **DUTIES** | | |
| Maintain the quality of patient care, in accordance with the Agency’s objectives and policies, through planning, coordination, and implementation and evaluation of the Home Health services provided. The Supervising Nurse is available, at all times, during operating hours. | | |
| **RESPONSIBILITIES** | | |
| Coordinate, and schedule, the daily workload of each district, utilizing Agency personnel to their fullest capacity. | | |
| Provide daily supervision of district nurses, and Home Health Aides, to ensure the quality of services and maintenance of standards. | | |
| Review, and investigate, the clinical content, diagnoses, medical history, medications, fee status, and other procedures, from the records of patients. | | |
| Direct staff toward the appropriate use of community resources. | | |
| Appraise staff performance, during their probationary period, and annually, with the Clinical Manager; provide the teaching and counseling necessary to enhance the delivery of services, and the professional development, of nursing and Health Aide staff. | | |
| Identify, and evaluate, patient needs and appropriateness of home care, by reviewing the initial intake screening form, before assignment of direct care staff. | | |
| Participate in community related functions, as necessary. | | |
| Assist with the orientation of new professional staff, to familiarize them with Agency policies and procedures. | | |
| See patients in the home setting, as needed. | | |
| Participate in audits, U.R. interdisciplinary team conferences and represent Agency, in the community, as requested. | | |
| Review each nurse's schedule for recertification, discharges, and Aide supervisory visits. | | |
| Review weekly schedule submitted by nurses for changes or updates. | | |
| Fill out the patient's re-hospitalization referral/admission form sheet, daily, and submit it to the intake department with recertification date. | | |
| Perform other duties as directed, by the Administrator or Clinical Manager. | | |
| May be requested, by Clinical Manager, to fill in for the other supervisory staff, when necessary. | | |
| **JOB CONDITIONS** | | |
| Position is stressful in terms of meeting deadlines. | | |
| Primarily a desk job, which involves minimal and occasional lifting of medical supplies and charts. | | |
| On occasion, one may be required to bend, stoop, reach, and move patient weight up to 250 pounds lift and/or carry up to 30 pounds. | | |
| Travel is required, to and from patient's home, when supervision of care is scheduled. | | |
| The ability to communicate well, both, verbally, and in writing, is required. | | |
| The ability to access patients’ homes, which may not be routinely wheelchair accessible, is required. | | |
| Hearing, eyesight, and physical dexterity must be sufficient to perform a physical assessment of the patient's condition and to perform patient care. | | |
| **EQUIPMENT OPERATION** | | |
| Use of multi-line telephone, calculator, and medical nursing equipment, i.e., glucometer, etc. | | |
| **COMPANY INFORMATION** | | |
| Has access to all patient medical records, and patient financial accounts, which may be discussed with Clinical Manager, the Administrator, the Executive Director, the Director of Reimbursement, and the Quality Assurance Department. Has access to department's staff personnel records. | | |
| **QUALIFICATIONS** | | |
| 1. Must be a graduate of an accredited School of Nursing. | | |
| 1. Must be a Registered Nurse licensed by the state of Florida. | | |
| 1. Must have a minimum of 2 years nursing experience, one of which is supervisory, preferably in community healthcare. | | |
| 1. Must have a criminal background check. | | |
| 1. Must have current CPR certification. Online certification is not accepted | | |
| **ACKNOWLEDGMENT** | | |
| **Employee NAME:** | | |
| **Employee Signature** | **DATE:** | |
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