



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** RN Shift Supervisor

**LOCATION:** Park View Health Center

**SALARY:** \$74,030 - \$81,617/Yr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 3:00 pm – 11:00 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION

*February 2018*

**POSITION TITLE:** RN Shift Supervisor

**DEPARTMENT:** Park View Health Center

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

RN Shift Supervisors lead resident care throughout the facility on their assigned shifts. They maintain the mission of Park View Health Center by ensuring that residents receive the necessary care and services to maintain their highest practicable physical, mental, and psychological well-being.

RN Shift Supervisors provide each resident with the nursing care and assessment for establishing interventions within a plan of care and in an environment which promotes maintenance or enhancement of their quality of life; all in accordance with Park View Health Center's policies and procedures; Federal & State regulations, the Nurse Practice Act, Standards of Nursing Practice and the nursing process.

## **ESSENTIAL FUNCTIONS:**

1. Ensures that residents' changes in condition are assessed and monitored and that interventions are in place. Provides immediate RN assistance and remedial education as needed to ensure nursing care is provided for Park View Health Center residents in accordance with PVHC policies and procedures and Federal and State regulations.
2. Provides leadership for all acute resident and emergent facility situations, facilitating immediate response protocol and procedures, serving in the role of incident commander, providing guidance to all facility staff for safety, and communicating with appropriate interdepartmental staff and the emergency response teams.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

## **ADDITIONAL ESSENTIAL DUTIES:**

4. Provides guidance and education to staff to ensure resident care is delivered in accordance to the resident's written care plan, and is accountable for the nursing care provided to residents during their assigned shift.
5. Provides nursing care guidance for resident changes in condition and significant facility updates and documents on to the 24 hour Resident Condition Report.
6. Provides direction to ensure timely notification of physicians regarding resident care needs and changes in condition, timely updates to resident first contacts, initiation of short-term-care-plans for identified resident concerns, and completion and acquired signature for resident informed consents.
7. Supervises LPN staff and provides guidance and direction for acute situations and documents as the RN follow-up assessment for LPN resident observations and assessments.
8. Initiates and completes the fact-finding or investigation process for identified concerns including resident incidence of fall, resident incidence of injury or unknown source, and incidences of possible caregiver misconduct.
9. Participates in the completion of resident accident-injury reports, medication errors reports, and infection control surveillance reports.
10. Participates in the nursing department Quality Assurance program by completing neighborhood compliance rounds, monitoring for implementation and appropriateness of Short-Term-Care-Plans and identifying any inappropriate care and treatment by initiating corrective actions.
11. Collaborates with interdisciplinary team members (i.e. Dietary, Social Services, Activities) in conjunction with the RN Neighborhood Supervisor regarding resident concerns to develop effective resident interventions.
12. Demonstrates flexibility in work hours and work assignments as assigned by maintaining the ability to adapt to a changing work environment and frequent interruptions. RN Shift Supervisors will work every other weekends and occasional holidays.
13. Demonstrates professionalism in effective communication in all interactions to include, but not limited to; communication with residents, resident family members and or health care representatives, physicians and physician extenders, interdisciplinary team members, subordinates, peers, management, and administration. Communication will be courteous and respectful to maintain good customer service.
14. Supports, guides and delivers education for Park View Health Center policies and procedures, Federal and State regulation, and standards of nursing practice; provides on-going education to all subordinate nursing staff and collaborates with the Staff

- Development Coordinator to ensure direct care staff competency in areas of nursing care.
15. Supervises the daily nursing schedule throughout their assigned shift by taking call-ins, adjusting staffing levels, adjusting the daily schedule and work assignments to ensure residents' care needs are met.
  16. Collaborates and communicates with Nursing Scheduling to review the daily schedules, discuss staffing concerns and participate in collaborative scheduling interventions.
  17. Collaborates with the Admissions Coordinator in reviewing resident referrals for admission to Park View Health Center and provide beneficial feedback; initiate neighborhood admission packet and care plans; identify neighborhood and room placement; facilitate implementation of nursing supplies or equipment which will be needed for the referral resident's care.
  18. Completes performance evaluations in a timely manner for assigned subordinate staff by delivering the evaluation with feedback and guidance.
  19. Demonstrates the ability to lead and guide direct care staff and serves as a professional role model by maintaining a poised demeanor in stressful circumstances, leading staff by example, and performing tasks as an Incident Commander in the presence of an emergent situation.
  20. Provides first aid to Park View Health Center staff as needed
  21. Perform other miscellaneous duties as assigned

### **WORK RELATIONSHIPS:**

1. Reports to Director of Nursing.
2. Supervises Registered Nurses, Licensed Practical Nurses, and Certified Nursing Assistants while providing care on an assigned shift.

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Current valid licensure to practice as a Registered Nurse in the State of Wisconsin.
2. Educational degree in Nursing.
3. Certified in Basic Life Support (CPR) for the Health Care Provider.
4. A minimum of three years' experience working with geriatric, psychiatric, or developmentally disabled residents.
5. Some experience in a supervisory or management role is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledgeable in general nursing theory and practice, working knowledge of nursing process in accordance with current standards of practice.
2. Knowledgeable in effective, courteous, and respectful communication to include verbal conversations, written correspondence, and active listening.
3. Knowledgeable in Federal and State regulations for a long term care skilled nursing facility.
4. Knowledgeable in common medications and treatment plans used in a long-term care geriatric setting.
5. Knowledgeable in infection control standards of practice for healthcare settings to include good handwashing, universal precautions, droplet precautions, contact precautions, airborne precautions, and use of protective personal equipment.
6. Knowledgeable in the assessment for incidences of resident or visitor cardio-pulmonary-arrest and in delivering emergency care CPR with use of an external defibrillator according to basic life support standards and emergency care guidelines, if indicated.
7. Knowledgeable in the role of the neighborhood staff nurse to ensure flexibility in assisting the neighborhood with staff nurse tasks such as medication pass, transcription of orders, initiation of short term care plans and completion of a physical head-to-toe assessment.

8. Knowledgeable in the use of a computer to include skills with receiving and sending emails, computer documentation, accessing computerized educational modules, Microsoft Office applications, and demonstrate the ability to learn new software.
9. Knowledgeable in the use of facility office equipment including but not limited to multi-line telephone, nurse call-system, fax machine, desk top computer and laptop computer-on-wheels.
10. Ability to function and lead direct care staff during highly stressful situations encountered in the health care setting

**PHYSICAL REQUIREMENTS:**

1. Ability to perform occasional lifting (up to 50 lbs).
2. Ability to perform work from a sedentary position with repetitive hand movements for accurate typing.
3. Ability to frequently walk without difficulty for at least 8 hours.
4. Ability to bend at the waist, squat, kneel, and reach high and low on an occasional basis.
5. Ability to hear conversation and speak clearly on a constant basis.
6. Ability to function in situations encountered in a normal office setting.
7. Ability to perform physical requirements of a direct care staff nurse.