

HEAD NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for maintaining high standards of professional nursing services in the management of a hospital or nursing home clinical unit. Head Nurses may also assist in the supervision and management of a division of units or group of wards. The work is performed under general supervision with latitude for instructing, planning and making assignments to subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Collaborates with medical staff in care and treatment of patients; Visits patients and makes inspections to maintain high standards of professional nursing service; Promotes and maintains good relationships with patients and their relatives and friends; Observes condition of patients and records any mental or physical changes; Provides for accurately descriptive records of the medical treatment and nursing care of patients; Checks physicians' orders, medication records and charts to insure prompt and accurate execution of orders; Instructs and assists Registered Professional Nurses, Licensed Practical Nurses and Nurses Aides on nursing problems, unit management and related activities; Coordinates the services rendered by other departments in the interest of effective management and patient's welfare; Supervises the activities of and instructs professional subordinates in a clinical unit or special unit and assists at operation or delivery; Instructs a variety of personnel management, unit management, and supply distribution activities; Assists in the formulation and execution of policies and procedures; Acts as Supervising Nurse in her or his absence or as directed.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of nursing techniques and their relation to medical and surgical practices and skill in their application; Thorough knowledge of Materia medica, hospital or nursing home dietetics, sanitation and personal hygiene; Good knowledge of ward management, clinical unit management, and hospital or nursing home supply distribution practices; Ability to supervise the administration of the therapeutic measures prescribed; Ability to understand and carry out technical oral and written instructions; Ability to secure the cooperation of others; Ability to supervise the work of others; Good observation; Mental alertness; Thoroughness, Cheerfulness; Patience; Emotional stability; Empathetic attitude toward the sick; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

One year full-time paid experience or its part-time equivalent as a Registered Professional Nurse

SPECIAL REQUIREMENTS: Eligibility for a New York State license as a Registered Professional Nurse. Possession required at the time of appointment.

Revised 3/7/84

Revised 4/19/99, 7/19/04, 10/1/04