

<b>REPORTS TO:</b>	Chief Nursing Officer
<b>REVISED:</b>	07/2023
	See current organizational chart for oversight/administrative support information

**PRIMARY FUNCTION:**

Responsible for ADVANCING EXCEPTIONAL CARE through the oversight of hospital operations in the absence of hospital and departmental administration. Coordinates activities within the hospital including assisting with staffing, patient flow, and coordination of hospital activities.

The House Supervisor is a Registered Nurse that demonstrates leadership and provides guidance to the health care team while they are providing services to patients and/or families. The House Supervisor serves as a resource person to staff, providers, and patients. Notifies Administrator on Call (AOC) of any situations that require their involvement. Provides direct and indirect care as needed in accordance with the philosophy, goals, and objectives of Clarinda Regional Health Center (CRHC).

**QUALIFICATIONS:**

**Education and/or Experience**

- Graduate from an accredited school of nursing
- Minimum of 2 years emergency room and/or critical care experience preferred.
- Ability to blend management expertise with patient care expertise preferred.
- Experience or knowledge of regulatory guidelines preferred.

**Certificates, Licensure, Registrations**

- Registered Nurse License in Iowa or compact state
- For job-specific certifications refer to the [Education Certification Requirements by Job Category: Med/Surg RN, House Supervisor](#)

**ESSENTIAL JOB FUNCTIONS**

- Delegates and supervises patient care activities within the scope of practice of the healthcare worker to meet the patient care needs for patients of all ages.
- Triage emergency situations appropriately and initiates or assists in patient care in an effective and responsive manner.
- Reviews and adjusts unit staffing based on patient census and complexity, utilizing staffing plan. Assesses staffing needs for the upcoming shifts, communicates and/or makes the needed staffing adjustments.
- Delegates/supervises appropriately, based on patient needs and the scope of practice.
- Utilizes SBAR format when communicating to other healthcare workers.
- Acts as a role model for staff through effective communication, knowledge, clinic expertise and direction to staff to ensure quality care is provided and practice standards are met.
- Develops and maintains a collaborative manner of communication with staff, providers, patients/families, and multidisciplinary caregivers. Facilitates sharing of multiple points of view.
- Works positively and productively with Medical Staff.

- Rounds with medical staff.
- Leads and/or assists with Huddles.
- Serves as the main contact for patients, med staff, families, public, etc. at night and on weekends.
- Communicates regularly with staff and encourages ideas and participation from staff.
- Promotes and ensures patient and employee safety in performance of all responsibilities.
- Participates in Risk Management efforts and quality improvement program, which promotes improved patient/employee safety, patient care, nursing development and professional growth.
- Reports significant events such as near misses, adverse events, patient/family complaints and any situation that affects the safe delivery of patient-centered care in a timely manner.
- Rounds with patients and family members to ensure that needs are met and identifies opportunities for improvement.
- Assumes responsibility for orientation of new staff and ongoing performance of department staff.
- Demonstrates proficient technical/clinical skills and operational knowledge of equipment on unit.
- Works within Scope of Practice.
- Performs skills and duties assigned competently.
- Proactively identifies safety concerns surrounding the work environment.
- Supports and abides by all CRHC departmental and safety policies and procedures.
- Performs other responsibilities as requested by nurse leadership, and/or supervisors.
- Completes chart audits as assigned.
- Other duties as assigned.

#### **ESSENTIAL NURSING JOB FUNCTIONS**

- Provides competent patient care (as needed) to the patient population identified above by obtaining and utilizing clinical/critical thinking skills in appropriately interpreting data, making appropriate decision based on demonstrated knowledge of age-specific growth and development, and appropriately adapting procedures and treatments.
- Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action.
- Carries out providers orders accurately and timely.
- Performs nursing interventions per standard of care.
- Performs and/or assists in emergency treatment as required in accordance with RN scope of practice.
- Follows emergency policies, procedures, and protocols in an effective manner.
- Assess the patient's physical, psychosocial, environmental, social, and educational needs.
- Develops and implements patient's plan of care, including the education and discharge plan based on evidence-based practice standards, health center policy and patient/family needs.
- Reviews and updates the plan of care based on changes in patient's condition.
- Evaluates and documents patient/family responses to nursing interventions while working collaboratively with the interdisciplinary team to achieve desired patient care outcomes.

- Documents patient information in the electronic/paper medical record in an accurate and timely manner
- Documents ongoing assessments of patient status that reflect nursing interventions, patient responses, patient teaching, and status of outcomes at discharge.
- Assumes responsibility for ensuring that chart audits are completed in a timely manner.
- Completes Medication Reconciliation on admission and every change of level of care and upon discharge.
- Completes necessary paperwork to facilitate billing and charging.
- Maintains active logons/passwords for computer software system that support patient care and education.
- Effectively communicates with all members of the healthcare team (internal or external)
- Communicates pertinent patient condition changes to co-workers and to multidisciplinary care givers.

<b>ESSENTIAL Work Environment &amp; Physical Requirements:</b>				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
<b>Physical Activity</b>	<b>Not Applicable</b>	<b>Occasionally (0-35% of day)</b>	<b>Frequent (36-66% of day)</b>	<b>Continuous (67-100% of day)</b>
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving	X			
Lifting (floor to waist level)		40 lbs.	50 lbs.	10 lbs.
Lifting (waist level and above)		40 lbs.	50 lbs.	10 lbs.
Lifting (shoulder level and above)		40 lbs.	50 lbs.	10 lbs.
Carrying objects			X	
Push/pull		150 lbs.	100 lbs.	50 lbs.
Twisting		X		
Bending			X	
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl		X		
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X

<b>Sensory Requirements</b>	<b>Not Applicable</b>	<b>Accurate 20/40</b>	<b>Very Accurate 20/20</b>
Near Vision		X	
Far Vision		X	
Color Discrimination			X
Depth Perception		X	
Hearing		X	

<b>Environment Requirements</b> <i>Occupational Exposure Risk Potential</i>	<b>Not Anticipated</b>	<b>Reasonably Anticipated</b>
Bloodborne Pathogens		X
Chemical		X
Airborne Communicable Disease		X

Extreme Temperatures	<b>X</b>	
Radiation		<b>X</b>
Uneven Surfaces or Elevations	<b>X</b>	
Extreme Noise Levels		<b>X</b>
Dust/Particulate Matter		<b>X</b>
Other (List)		

<b>Shift Requirements</b>	<b>8 hrs/day</b>	<b>10 hrs/day</b>	<b>12 hrs/day</b>	<b>Other (varied)</b>
Usual workday hours			<b>X</b>	
	<b>Not Applicable</b>	<b>Yes</b>	<b>N</b>	
Regular, punctual attendance for assigned shifts		<b>X</b>		
Available to work overtime		<b>X</b>		

**ESSENTIAL FUNCTION FORM**

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

**Can you perform the essential functions of the position with or without reasonable accommodations?**

**YES**

**NO**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_