

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV38021
Job Class Code:	580	Salary Schedule:	ASRRPSYRN
EEO Category:	02	Grade:	21 A
Workers Comp Code:	8833		
Job Code Established:	02/01/85	Effective Date:	
Job Code Revised:	10/01/92	Effective Date:	09/28/92

JOB CODE SERIES: Psychiatric Administration Series

JOB CODE TITLE: PSYCHIATRIC NURSING SHIFT SUPERVISOR

HRIS TITLE: PSY NRSNG SHIFT SPV

CHARACTERISTICS OF THE CLASS: Reports to a Psychiatric Nursing Ward Supervisor. Has the authority to uphold legal and ethical professional nursing standards; enforce adherence to agency and ward unit policies and procedures. Supervises the psychiatric and medical/surgical nursing services for a work shift; provides psychiatric and medical care directly; responds to psychiatric/medical emergencies, assesses and evaluates behavior patterns, supervises treatment intervention; provides a safe, therapeutic environment. Work product consists of quality nursing care conducted; clinical use of restraint minimized; nursing assessments and summaries completed; adequacy of nursing staff coverage maintained; safe working environment. Responsible for quality psychiatric medical/surgical nursing care; therapeutic interaction with patients and input into treatment plans.

EXAMPLES OF DUTIES: Provides direct supervision of nursing services of a professional and technical staff on a shift. Maintains quality assurance nursing standards consistent with the philosophy and objectives of the agency. Utilizes records and medical charts of patients, clinical diagnosis, treatments and laboratory results as a guide for further determinations and treatments. Provides input and participation in specialized patient care treatment plans. Confers with and advises nursing supervision and staff in matters relating to medical records maintenance and control. Ensures environmental and safety standards of the agency are met. Responds to all medical and psychotropic medication emergencies, assesses physical status, and administers first aid. Instructs and counsels a subordinate staff in assessment and evaluation of patient behavior crisis and body manipulation for intervention. Monitors and assesses patients in seclusion, documents and evaluates the reactions for effectiveness. Role models nursing techniques and practices; evaluates staff. Writes monthly nursing summaries, documentation of shift activities and patient progress notes. Attends work unit staff meetings as a supervisor, directs discussions, listens and guides problem solving processes, resolves conflicts; leads in decision making. Confers with other practitioners in own field of specialization, acquires specific information. Reviews and assesses stock in short supply, routes orders to institution pharmacy. Participates in academic and in-service training programs. Discharges and transfers patients completing reports according to procedures. Performs related work as required.

WORK CONDITIONS: Some degree of hazard is present in working with psychiatric patients.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: psychiatric nursing principles, methods and techniques; principles and practices of work leadership and management; agency policies and procedures; mental health assessment methods and techniques; pharmacology side effects; agency's continuing self-education training programs.

Skill/Ability to: manage patient aggression through seclusion and restraints. Plan, assign, train and evaluate staff; implement nursing assessments and treatment plans; establish and maintain work relationships with members of other disciplines; maintain nursing standards consistent with the philosophy, objectives and standards of the agency.

SPECIAL SELECTION FACTORS: Required at time of appointment: possession of a current license or temporary permit to practice as a registered nurse in the State of Arizona. Required for permanent status: possession of a current license to practice as a registered nurse in the State of Arizona. Requires ability to pass a post-offer physical exam.