

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV38045
Job Class Code:	580	Salary Schedule:	ASRRGERI
EEO Category:	02	Grade:	21
Workers Comp Code:	8833		

Job Code Established:	02/01/85	Effective Date:	
Job Code Revised:	04/12/93	Effective Date:	

JOB CODE SERIES: Geriatric Nursing Services

JOB CODE TITLE: GERIATRIC NURSING SUPERVISOR

HRIS TITLE: GERIATRIC NRSNG SPV

CHARACTERISTICS OF THE CLASS: Works under minimal supervision of a Geriatric Nursing Director. Has the authority to supervise, guide and instruct subordinate nursing staff; implement on site corrective action to improper patient care nursing practices. Supervises a shift of para-, pre- and professional nursing staff providing care and treatment for infirm geriatric residents; schedules and assigns staff; performs most difficult of nursing duties; assists in developing and conducting in-service training programs. Work product consists of residents and/or patients receiving properly administered nursing care, treatment and services in an efficient and professional manner as prescribed. Responsible for supervising and performing nursing care, treatment and services for geriatric, infirm residents and/or patients; scheduling and assigning staff; providing geriatric in-service training.

EXAMPLES OF DUTIES: Supervises, instructs, explains and counsels subordinate workers in carrying out a variety of tasks. Devises a schedule of work or itinerary, agenda, or timetable for subordinates on a daily, weekly basis, within a work unit. Attends staff meetings relating to patient care or client treatment; gives and receives information, participating in problem solving and decision making. Makes periodic nursing rounds during shift to assess condition of residents/patients, evaluates care given to assure that timely, effective and proper measures are being carried out to maintain hygienic environments. Oversees and performs the carrying out of prescribed and required professional nursing services and patient care and treatment, e.g., administering medications, injections, i.v.'s catheterizations examinations and assessing, etc. Maintains and utilizes records of patient clinic diagnoses, treatments and laboratory test results as guide for further determinations and treatments. Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making.

Attends work unit staff meetings as chairman; directs discussion, explains, listens; participates and leads in decision-making. At level of first-line supervisor, interviews prospective applicants for positions in work unit, recommends personnel action. Demonstrates skilled work and coaches student in skill development as part of in-service training program. Attends periodic workshops or training sessions to improve working knowledge and skills at skilled specialist or consultant level in work system; such training encompasses a body of theory or conceptions underlying a field or practice. Performs related work as required.

WORK CONDITIONS: Physical exertion, mental and emotional stress caring for infirm geriatric residents with varying degrees of physical and psychological disorders.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles, practices and techniques of professional geriatric nursing care, treatment and services for infirm geriatric residents and/or patients; Federal, State and agency laws, rules, regulations and procedures governing geriatric nursing services; practices and

techniques of work leadership and management; the practices and techniques of providing a safe, orderly and therapeutic environment; Federal, State and agency laws, rules and regulations governing the control, security and dispensing of medical supplies and medications.

Skill/Ability to: instruct in and perform geriatric nursing care, treatment and services. Care for infirm geriatric residents/patients; apply and interpret Federal, State, nursing association and agency laws, rules and regulations governing geriatric nursing services; provide a safe, orderly and therapeutic environment; apply and enforce Federal, State and agency laws, rules and regulations governing the security, control and dispensing of medical supplies and medications; establish and maintain work relationships specific to the work setting; communicate verbally and in writing.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam. 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.