

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV38078
Job Class Code:	580	Salary Schedule:	ASWNURSE
EEO Category:	01	Grade:	N2
Workers Comp Code:	8835		

Job Code Established:	02/01/85	Effective Date:	
Job Code Revised:	07/01/90	Effective Date:	

JOB CODE SERIES: Mental Social Development Services Series

JOB CODE TITLE: HAB NRSG MGR

HRIS TITLE: HAB NRSG MGR

WORK DESCRIPTION: Manages the medical/surgical nursing and health care programs in the infirmary, campus and clinics (24-hour day); plans, develops and implements full staffing; scheduling, assigning duties, shifts and locations; monitors financial contracts and status; schedules and conducts health clinics.

WORK ACTIVITIES: Directs, instructs and supervises a 24-hour medical/surgical nursing service for developmentally disabled patients.

Develops and implements specialized patient care plans and coordinates plans with the staff; provides guidance in area of specialization.

Responds to all medical and behavioral emergencies; provides direction to maintain safety.

Writes goal planning documents, carrying out evaluations of a subordinate staff.

Organizes and provides medical supervision and control for health screening clinics, immunization and testing clinics.

Monitors and controls expenditures from the budget; assures that expenditures do not exceed funds available.

Plans for better use of material and human resources in work unit; examines materials, confers with superiors and staff, analyzes, evaluates, makes determinations.

Writes policy and operating procedures for the division of the work system, subject to guidelines and regulations set forth by superior and by laws and regulations.

Examines and reviews staffing patterns, interviews and selects staff, in accordance with competency and experience.

Confers with physicians to discuss, plan and determine courses of action in patient care.

Interviews employees on disciplinary actions; reviews care and recommends action.

Performs related work as required.

WORK CONDITIONS: Unusual working hours; subject to calls on a 24-hour basis.

SUPERVISION: Reports to a Developmental Disabilities Assistant Program Manager.

WORK RESULTS/PRODUCTS: Continuity of a 24-hour nursing/medical health care in a developmentally disabled patient environment; goals and objectives developed and implemented; licensing standards for infirmaries complied with; nursing staff assigned; (desired) patients at optimal physical health.

RESPONSIBILITY: For the health, welfare and safety of patients and staff members; quality assurance of professional and paraprofessional health services; the identification and development of written policies and procedures.

AUTHORITY: To render decisions on acute, chronic and emergency situations of the patients and staff; make all employment and evaluation decisions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles of nursing administration and management; principles and practices applicable to nursing specialty; principles, practices, methods and techniques of the nursing profession; health assessment methods and techniques; functions and activities of an interdisciplinary team; standards of the Accreditation Council for Mentally Retarded and Developmentally Disabled.

Skill/Ability to: delivering safe, efficient and therapeutically effective nursing care in a developmentally disabled specialty. Evaluate and coordinate patient care and clinical activities; maintain collaborative relationships with other disciplines coordinating services to patients; establish and maintain a position of leadership in a professional field; communicate verbally and in writing.

SPECIAL SELECTION FACTORS: Required at time of appointment: possession of a current license or a temporary permit to practice as a registered nurse in the State of Arizona. Required for permanent status: possession of a current license to practices as a registered nurse in the State of Arizona.