

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV38085
Job Class Code:	580	Salary Schedule:	ASWNURSE
EEO Category:	02	Grade:	N2
Workers Comp Code:	8833		

Job Code Established:	05/01/07	Effective Date:	05/01/07
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Nursing Series

JOB CODE TITLE: NURSING SUPERVISOR

HRIS TITLE: NURSING SPVR

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work of considerable difficulty, providing direct supervision and technical assistance to nurses and/or nursing program specialists involved in the development, implementation, and coordination of medical-related programs and/or personnel who perform health aide duties in delivery of direct patient care/medical services. In addition, the Nurse Supervisor consults with local, state, federal officials, community agencies, and medical providers to coordinate services provided.

EXAMPLES OF DUTIES: Individual positions will be responsible of overseeing direct patient care nurses and some or all of the listed duties; supervises a 24 hour treatment service in a patient care unit. Confers with physicians to plan and determine course of action in patient care. Confers with other staff members; specialists, consultants and members of a treatment team, discussing, planning and determining course of action in patient care or treatment. Evaluates work performance of subordinate staff over a period of time, completed performance goals/evaluation forms; makes oral presentations to health/nursing services administrator. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods. Conducts daily sick calls, examines patients and provides treatments or medications for minor ailments; refers serious or questionable medical problems to physicians. Supervises staff in routine hospital work; keeps patients' medical records and schedules periodic examinations; renders first aid as required. Performs other related work as required.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: basic theory, principles, and practices of nursing and patient care; emergency medical techniques and first aid practices; hospital routine; principles and practices of supervision.

Skill/Ability to: apply nursing theory effectively; work effectively with others; work without direction; work in a protection a treatment environment.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam. Required at time of appointment: possession of a current license to practices as a registered

nurse in the State of Arizona.