

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV38086
Job Class Code:	580	Salary Schedule:	ASWNURSE
EEO Category:	01	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 MANAGER

HRIS TITLE: NURSING MNGR

CHARACTERISTICS OF THE CLASS: Under the direction, supervises and evaluates medical nursing services for a treatment unit (all shifts - 24-hours); reviews treatment documentation for quality assurance and compliance with internal and external policies; participates in program planning and evaluation; implements special programs through coordination with other health disciplines.

EXAMPLES OF DUTIES: Individual positions will be responsible of overseeing direct patient care nurses and some or all of the listed duties; Directs, instructs, and supervises a 24 hour treatment service in patient care unit; plans, directs, implements and evaluates health programs and projects; determines program goals and objectives; prepares and implements operating procedures in accordance with program rules and regulations; interprets rules and regulations and provides technical assistance to program participants; develops program evaluation procedures and monitors program performance to assure conformance with rules and regulations; reviews and approves local health agency or provider federal grant requests; prepares, negotiates and administers a variety of contracts; administers a program of health facilities licensing and certification in accordance with state regulations; establishes training courses for program participants or local health agency personnel; develops short and long range program plans; develops and administers the program budget; conducts and/or attends meetings and seminars related to the assignment; prepares and submits a variety of administrative and statistical reports; may serve in the absence of a higher level administrator; prepares and distributes informational publications related to the program. 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. Adapts work schedule of unit staff to provide adequate coverage. Writes manual of standards and policies for programs in the treatment unit. Supervises and evaluates work performance of subordinate staff; makes presentations to health/nursing services administrator. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods. Performs related work as required.

WORK CONDITIONS: Some degree of hazard is present working in close proximity to patients.

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.

Skill/Ability to: delivering safe, efficient and therapeutically effective nursing care in a treatment center. 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 to practice as a registered nurse in the State of Arizona.