

## **NURSING SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional supervisory position in the Department of Mental Hygiene responsible for the direct delivery of therapeutic nursing services and the supervision of Registered Professional Nurses and Community Mental Health Nurses in the provision of nursing services. The incumbent will be responsible for supervision of the clinical nursing staff. The incumbent is responsible for developing and maintaining nursing standards within the department. Although incumbent may be physically located in one unit of the department, job responsibilities involve working closely with professional staff in their discipline throughout the Department of Mental Hygiene. General supervision is received from a high level administrative employee.

### **TYPICAL WORK ACTIVITIES:**

1. Provides individual and group direct clinical supervision to Registered Professional Nurses, Community Mental Health Nurses and nursing students;
2. Assists in the formulation and execution of policies and procedures related to maintaining nursing standards within the department;
3. Leads and participates in group discussions and therapeutic group activities;
4. Counsels patients on a variety of mental health and health issues;
5. Provides primary nursing care in emergencies and administers medication to patients;
6. Integrates the nursing services within the department, seeking to maintain professional standards and competency;
7. Establishes the need for, develops and conducts training programs related to nursing in a community mental health setting;
8. Participates in clinical staff conferences devoted to diagnoses, treatment and planning;
9. Maintains case records, documenting all patient contacts and meeting deadlines for required paperwork;
10. Maintains essential nursing care records and reports;
11. Participates in preventive informational and educational community activities;
12. May serve on various committees in the department as the nursing resource person;
13. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current professional nursing practices and procedures; thorough knowledge of principles and practices of community mental health nursing; good knowledge of the needs and concerns of the community mental health patient; skill in the application of current nursing procedures and techniques; ability to supervise and train in the field of nursing; ability to maintain competency and to keep abreast of latest developments in the mental health field; ability to communicate effectively, both orally and in writing; ability to relate sympathetically to a potentially difficult patient population; ability to work effectively with professional associates; ability to perform duties in accordance with the ANA Code for professional nurses; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

**NURSING SUPERVISOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)           Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Nursing and three (3) years of post-licensure nursing experience, of which two (2) years must be in community mental health or psychiatric nursing;
- OR:            (B)           Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in Nursing and four (4) years post-licensure nursing experience, of which two (2) years must be in community mental health or psychiatric nursing;
- OR:            (C)           Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in Nursing and six (6) years of post-licensure nursing experience, of which two (2) years must be in community mental health or psychiatric nursing;

**SPECIAL REQUIREMENT:**

Eligibility for a New York State Registered Professional Nurse's license at time of application. Possession of the license at time of appointment.

NR0205

ADOPTED:   01/01/85

REVISED:   07/01/91

              11/12/03

              12/03/13

              01/10/14