

## Job Description/Performance Evaluation

**Title:** Supervising Nurse       **Alternate**       **Employer Evaluation**       **Employee Self Evaluation**

**Job Summary:**

The Supervising Nurse is a registered professional nurse who ensures quality of patient care in the patient's residence. Primary function is for the overall administration of the clinical departments and monitoring of appropriate staffing and productivity. Coordinates care with the interdisciplinary team, the patient/family, and the referring agency. Monitors and analyzes QAPI issues and directs clinical staff with regard to Agency policies and procedures. May also be called Director of Nurses, Director of Clinical Services, Director of Professional Services, or a similar title.

**Job Classification:** Management

**Lines of Authority:** Reports to the Administrator; Supervises all clinical staff

**Job Qualifications:**

- Education: Graduate of an accredited Diploma, Associate or Baccalaureate School of Nursing
- Licensure: State licensed as a Registered Nurse in accordance with the Board of Nurse Examiners rules for Nurse Licensure Compact (NCL), current State Drivers License.
- Experience: Minimum one year experience as a registered nurse obtained within the last 36 months. Minimum two years hospice experience preferred. Management experience preferred.
- Skills: Nursing skills as defined as generally accepted standards of practice. Excellent interpersonal skills and ability to communicate effectively. Demonstrates proven decision making skills. If required to make visits, needs proof of current CPR. Must read, write and comprehend English.
- Transportation: Reliable transportation. Valid and current auto liability insurance.

**Environmental and Working Conditions:**

Performs duties in an office environment during Agency operating hours. If required to make patient visits, may work in patient's home in various conditions; possible exposure to blood and bodily fluids and to infectious diseases; ability to work flexible schedule; ability to travel locally; some exposure to unpleasant weather; PRN emergency call, including death pronouncement. Must be available at all times either in person or via telecommunications.

**Physical and Mental Effort:**

Prolonged sitting required, with ability to operate office equipment which may include heavy lifting, bending and standing. Requires ability to handle stressful situations in a calm and courteous manner at all times. Prolonged standing and walking required, with ability to lift up to 50 lbs and move patients. Requires working under some stressful conditions to meet deadlines and patient needs, and to make quick decisions and resource acquisition.

**Essential Functions:**

	<b>Evaluation</b>
Directs and coordinates clinical departments and sites; assumes responsibility for continuity, quality, and safety of services delivered in compliance with state and federal regulations. (Conditions of Participation).	
Promotes the philosophy and administrative policies of the Agency, in an effort to ensure quality of patient care.	
Supervises and provides direction to subordinates, in an effort to ensure quality, compliance with the Plan of Care, assessment and reassessment of patients' needs and continuity of services by appropriate health care personnel.	
Monitors QAPI Program and assures appropriate corrective measures are performed.	
Promotes compliance with all fiscal intermediary and/or other third party payors, through education, coaching, and other assistance as necessary.	
Participates as a member of the Interdisciplinary Team (IDT), assists in development of the IDT plan and participates in QAPI activities.	
Meets mandatory continuing education requirements of the Agency and licensing board.	
Promotes and educates regarding the concepts of infection control and standard precautions in coordinating and performing patient care activities to prevent contamination and transmission of disease.	
Uses effective interpersonal relations and communication skills; facilitates the use of these skills by other team members to achieve desirable outcomes.	

**Statement of Understanding:** I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(For Job Description)

**Evaluation Codes:** 1-Does not meet job requirements/expectations    2-Occasionally meets job requirement  
 3-Normally meets job requirements    4-Meets and occasionally exceeds job requirements    5-Regularly exceeds job requirements

Date On Site Supervisory Visit Completed: \_\_\_\_\_ (form attached).

Comments/Goals Met or Not Met for this evaluation period: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer/Employee Mutual Goals set for the next evaluation period: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Comments/Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(For Employer Evaluation/Employee Self Evaluation)

Evaluator/Title: \_\_\_\_\_ Date: \_\_\_\_\_