

CLASS TITLE: MANAGER OF NURSING SERVICES

Class Code: 02884400
Pay Grade: 42A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, coordinate, direct, and review the activities of a staff engaged in providing general nursing services at one of three program divisions within the Eleanor Slater Hospital; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Executive Nurse – Eleanor Slater Hospital with wide latitude for exercising independent judgement in developing and implementing policy in the area of nursing standards; work is reviewed through conferences and reports for adherence to existing guidelines and regulations.

SUPERVISION EXERCISED: Plans, coordinates, reviews, and evaluates the activities of a large nursing and attendant staff engaged in providing varied and complex general nursing services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate, direct, and review the activities of a staff engaged in providing general nursing services at the Eleanor Slater Hospital.

To develop, implement, and maintain nursing service functions designed to meet the clinical, rehabilitative, and psychogeriatric needs of patients.

To develop, with staff participation, nursing service policy which focuses on the care of the patient and ensures that each patient's nursing care is planned, supervised, and evaluated by a professional nurse.

To establish and maintain an effective system of nursing records and reports.

To participate in the assessment of community health care resources in order to provide adequate continuity of care for patients discharged or referred to another health or nursing facility.

To identify and make available to nursing service staff adequate educational opportunities to improve and develop nursing skills; to encourage nursing staff to participate in the activities of professional organizations in order to broaden outlook and competence.

To recommend all classifications of nursing personnel for hiring, firing, promotions, and disciplinary actions.

To direct the implementation and review process of regulatory and accreditation standards.

To conduct rounds of nursing units, wards, and programs.

To participate in labor relations activities as required.

To initiate and oversee serious incident investigation to ascertain appropriate administrative /disciplinary response.

To maintain current professional expertise.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques involved in administering a multi-faceted program of general nursing services in a program division within a large hospital; a thorough knowledge of the principles, practices, and techniques of nursing education and the ability to apply such knowledge in the overall planning, organization, direction, and coordination of nursing education programs within a hospital environment;

a thorough knowledge of the organization and resources available; knowledge in the areas of labor relations, budgeting, and legislation which impacts upon nursing services; a complete knowledge of applicable regulatory and accreditation standards and the ability to effectively apply these standards to nursing service operations; the ability to plan, organize, and review the work of professional and maintain effective working relationships with superiors, subordinates, associates, and various public and private agencies and organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited school of professional Nursing and possession of a Master's Degree in Nursing Administration, Hospital Administration, Public Administration or a closely related field appropriate to the program division; and

Experience: Such as may have been gained through: employment in a responsible administrative capacity involving the planning, coordination, and review of nursing services in a program division within a large hospital setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Must meet nursing registration requirements as required by Rhode Island Law and regulations, and must maintain such registration as a condition of employment.

Class Created: February 1, 1998

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