



# ST. FRANCIS CONVENT

## JOB DESCRIPTION

### NURSE SUPERVISOR

**Job Title:** Nurse Supervisor

**FLSA Status:** Non-Exempt

**Department:** Nursing

**Reports To:** Health Services Director

**Prepared By:** Brigitte Luksha, HR Director

**Prepared Date:** 10/27/23

**Approved By:** Kamia Beasley, Health Services Director

**Approved Date:** 11/1/23

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**SUMMARY:** The Nurse Supervisor provides leadership and directly supervises 12 or more employees in the nursing department. Responsibilities include training, directing workflow, appraising performance, addressing grievances, and resolving problems. Plans and strategizes with the interdisciplinary team on how care services will be delivered. Communicates and motivates nursing staff to ensure continuity of care. Develops a relationship with each resident. Observes care to assess changes and provide advocacy. Forms a collaborative relationship with partners-in-care. Assures care is provided in accordance with person-directed care. Works in close collaboration with the Director of Health Services to provide optimal care and smooth transitions.

#### **REQUIREMENTS:**

**Education and/or Experience:** One year certificate from an accredited college or technical school and current license in Practical Nursing in the State of Wisconsin with advanced training. Ten years of experience as an LPN is preferred and at least five years of experience in long-term care is preferred. Two to four years of experience working with the elderly is required. Previous Supervisory experience preferred.

#### **Skills/Knowledge/Abilities:**

- Demonstrated strong leadership skills and abilities: Dependable, responsible, compassionate, intuitive, approachable, patient, calm, empathetic, active listener, positive, flexible, ability to communicate effectively to Aides in a professional manner, and ability to teach and mentor others.
- Ability to multitask and handle stress in an effective manner.
- Ability to make effective decisions.
- Ability to use independent judgment and make informed decisions.
- Ability to read and interpret documents such as medical reports and other written communications.
- Ability to write routine reports and correspondence and to respond to common inquiries from appropriate people.
- Ability to effectively present information to groups of people involved in the care of the sisters.
- Basic computer skills are an essential requirement.
- Ability to articulate a resident's concerns to a physician and communicate well with ancillary staff.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers.



- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- A valid driver's license is required.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

1. Administers medications as prescribed by the physician and documented in the Medication Administration Record as needed.
2. Administers treatments using appropriate technique, according to the physician's order and direction in the treatment book.
3. Assists residents to perform activities of daily living that are beyond their capability as needed.
4. Evaluates resident condition and takes prudent action. Reports resident conditions to the physician and takes physician's orders. Communicates changes to the other nursing staff through written and verbal communication. Reports any changes in resident conditions to the Director of Health Services.
5. Follows the plan of care based on assessment data and physician orders. Implements, evaluates, and updates the resident plan of care in collaboration with supportive nursing staff and Director of Health Services.
6. Assists new residents with move-in process. Follows the move-in procedure on the day of move-in. Reviews resident medications and calls physician, if necessary, for clarification. Transcribes a new Physician Order and Medication Administration Record. Accomplishes a head-to-toe assessment of the resident. Begins a plan of care. Notifies the relevant departments. Documents admission in the Progress Note and writes a move-in summary in the resident's chart.
7. Supervises, manages, and assigns duties to the Aides and CBRF Caregivers within scope of practice and maintains accurate time and attendance records using an online system. Additionally, is responsible for performance management, coaching and issuing disciplinary actions when deemed necessary.
  - Day shift, third shift Nurse Supervisors and the part-time PM Nurse Supervisor will not have direct reports and will not have the responsibility of maintaining time and attendance of employees.
  - The Day Shift Nurse Supervisor will be responsible for the care of residents and the supervision of employees in Elizabeth Hall only. The Third shift Nurse Supervisor will be responsible for the care of residents and the supervision of employees on third shift only. Additionally, the PM Shift and Third Shift Nurse Supervisor will be responsible for the care of residents and supervision of employees in both Clare Circle and Elizabeth Hall.



8. Promotes optimal independence and rehabilitation of the individual resident.
9. Maintains high standards of nursing care considering the physical, spiritual, social, and psychological well-being of the resident as an individual and as a member of the community.
10. Documents pertinent information in resident's charts. Provides a thorough and concise shift-to-shift report orally or in writing for continuity of care.
11. Actively pursues educational opportunities to facilitate personal and professional growth and development. Maintains licensure and provides a copy of license with each renewal.
12. Triage and provides first aid to Convent employees injured in the workplace.
13. Attends training session and meetings as required.
14. Provides timely updates to the Director of Health Services regarding resident care and staffing concerns.
15. Follows up on resident or CC concerns.
16. Provides oversight, in general, of the care of the residents.
17. Communicates with the appropriate people regarding room changes, admissions, and transfers of residents, advocating in the best interest of the sisters; communicates these decisions to CC in collaboration with the Director of Health Services.
18. 2<sup>nd</sup> Shift Full-Time Nurse Only - Demonstrates ability to work flexible hours to accomplish the essential tasks and be available as on-call consultant outside of normal working hours.
19. Assesses medical supplies and equipment needs and makes recommendations to Community Care, and Convent assuring availability of equipment for nursing staff.
20. Enforces safety regulations, ensuring safety standards are met and required safety training occurs.
21. Ensures that all employees follow the organization's policies and safety procedures.
22. If a call-in occurs during the weekend, the Nurse Supervisor on duty during the weekend is responsible for handling call-ins and completing the call-in record form and submitting to HR. The weekend Nurse Supervisor is also responsible for filling the weekend shift if that occurs.
23. Observes all facility safety and emergency policies and procedures. Observes precautions in accordance with CDC and OSHA Bloodborne Pathogens Standards. Implements isolation practice when needed according to policy and notifies affected departments.
24. Participates in the hiring process for new staff members assigned to the shift by conducting interviews and making hiring recommendations to the Director of Health Services.
25. Maintains a professional demeanor in all communications and observes strict confidentiality. Follows HIPAA regulations.
26. Exemplifies the mission philosophy of St. Francis Convent by fostering a positive and supportive environment.
27. Performs other duties as assigned by the Director of Health Services.

#### **DIRECT REPORTS:**

**Full-time** LPN Supervisors will have direct reports: Certified Nursing Assistants and CBRF Caregivers



**Part-time** LPN Supervisors will not have direct reports but are responsible for supervision and performance management of the employees that are on their shift when they are working.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, frequently required to talk or hear and occasionally required to sit, taste and smell.

While performing the duties of this job, the employee is regularly required to lift up to 25 pounds.

Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A quiet noise level is to be expected in this work environment.
- Tools and Equipment used:  
Fax Machine, Various glucometers, Tank oxygen, oxygen conservers, oxygen concentrators, safety syringes, pulse oximeter, photocopier, computer, printer, vehicle.

Employee Acknowledgment\_\_\_\_\_

Date\_\_\_\_\_

The above statements reflect the general details necessary to describe the basic functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.