

**DEFINITION:** This is supervisory professional nursing work directing the psychosocial, physical and/or mental health care and treatment for students/patients with a psychosocial or physical injury or illness, and/or dysfunctional behavior, at a State System of Higher Education university.

An employee in this class supervises nursing services which are provided in a health services center in a State System of Higher Education University, plans and directs the administration of all nursing services in the health services center, and/or supervises and coordinates all shift continuity of nursing care in the university health services center at a State System of Higher Education University. Supervisors establish and maintain communications with all shift nursing staff to ensure appropriate and continuous nursing care and treatment and to maintain a safe, therapeutic environment for students/patients and staff. Supervisors in health services centers are responsible for the shift to shift linkage of nursing care and treatment for students/patients with health problems and independently regulate nursing care standards and procedures for the health services center. As a nurse supervisor in a university health services center, directs the nursing staff for all shifts in the identification and assessment of the physical and psychosocial needs and problems of students/patients, and in the administration of treatment according to physicians' orders. Nurse supervisors maintain continuity of all phases of nursing services and ensure that students/patients are provided with care and treatment consistent with the university's policies and procedures, and standards of professional nursing practice. Employees serve as a resource person to nursing staff, other discipline staff and members of interdisciplinary care and treatment teams where appropriate; and evaluate the nursing process and nursing services to ensure that optimum care and treatment is provided within the health services center of the university. Work involves planning and organizing work, allocating staff, assigning work, evaluating employee work performance, receiving and answering grievances and complaints, interviewing and recommending employee selection, and approving leave requests for subordinate registered nurses and non-professional and para-professional nursing care staff. Work includes auditing, monitoring, and evaluating the quality of nursing care and treatment provided for compliance with nursing quality assurance and infection control standards; and for adherence to the university's policies and procedures, and for adherence to standards of professional nursing practice, and initiating corrective actions as appropriate; and updating protocols. Work also includes identifying staff training needs; initiating and evaluating training recommendations for the nursing personnel and appraising the effects training has on overall performance of nursing staff. Employees also participate in and evaluate in-service and out-service training, staff development and continuing education programs to enhance supervisory and professional nursing skills consistent for the type of health care setting.

Work direction is received in the form of oral or written instructions and employees exercise independent judgment in performing supervisory duties. Work is reviewed by a professional nursing manager or other university administrator where appropriate, through reports, conferences, meetings and observation for effectiveness and compliance with standards.

**EXAMPLES OF WORK:** Plans, organizes, directs and evaluates the administration of nursing services provided to students/patients in the university health services center at a State System of Higher Education University.

Supervises professional and non-professional university health services center personnel engaged in the physical, psychosocial or mental health care and treatment of students/patients through ongoing observation, orientation of employees to patient care, guidance counseling and ongoing employee development programs designed to enhance and improve knowledge and skills in nursing practices.

Confers with charge nurses to assess the nursing staff's implementation of nursing care plans and where appropriate insures the consistency of the nursing care plan with the students/patients comprehensive individualized treatment plan.

Serves as a resource person to interdisciplinary care and treatment teams to provide nursing expertise.

Assesses staffing patterns, assigns staff accordingly, identifies staffing needs, and reports staffing deficiencies to management.

Evaluates charge nurses and staff nurses in their implementation of nursing care plans and their overall capabilities in professional nursing.

Supervises professional nursing personnel in the care and treatment of students/patients with life threatening health problems in the health services center.

Directs the nursing staff of a university health services center within a State System of Higher Education University, and in this capacity supervises and performs special functions in addition to the health center nursing services, such as hygiene and disease preventive education and counseling to students/patients and directs scheduling of physical examinations and required immunizations for facility employees and students/patients.

Audits and monitors the quality of care in accordance with nursing quality assurance and infection control standards, and the State System of Higher Education University policies and procedures, and in accordance with standards of nursing practice and initiates action to correct deficiencies.

Supervises and coordinates, where appropriate, the implementation of activities programming for students/patients with other disciplines such as the wellness

guidance/education, drug and alcohol counseling, and/or nursing school academic departments.

Prepares and signs employee performance evaluations.

Interviews prospective employees and recommends employee selection or ranks applicants in terms of preferability for employment.

Receives employee grievances and complaints, conducts initial investigation into causes and conditions, discusses with employee, and resolves complaints or recommends solutions.

Receives, reviews, and approves or disapproves leave requests.

Communicates contractual and administrative rights and obligations to employees and modifies work environment or processes to conform to changing conditions.

Promotes the continuity of research programs in the health services center.

Promotes, develops, and maintains a safe, therapeutic, and sanitary environment in the health services center for students/patients and staff.

Participates in health services and university committee activities.

Participates in nursing service quality assurance/quality improvement/risk management activities within the health services center.

Participates in continuing education programs to further enhance professional nursing skills.

Participates in and evaluates the effectiveness of in-service, out-service, staff development and continuing education programs to develop and enhance supervisory skills and update professional nursing practice.

Identifies training needs of staff; evaluates and initiates training recommendations for nursing personnel; appraises the effects of training on overall performance of staff; plans and conducts on-the-job training; and demonstrates more efficient work methods.

Provides guidance for the promotion and maintenance of an optimal health status for students/patients, families and members of the health care system.

Provides advice in the development of policies affecting the delivery of care for students/patients.

Develops, implements, evaluates, and modifies nursing standards and procedures consistent with university policy in conjunction with health services center nursing policies and procedures.

Prepares and reviews reports and records in accordance with rules and regulations.

Reviews, evaluates, and coordinates planning and/or completes appropriate preparations for continuity of care and health services in the university community.

Communicates and coordinates with other members of the health care system.

Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the theories and practices of professional nursing.

Knowledge of current professional nursing practices in applicable nursing care areas.

Knowledge of the principles and practices involved in organizing, directing, and supervising the work of others.

Knowledge of therapeutic and adverse effects of pharmacological agents, medical treatment, nutrition, and personal hygiene.

Knowledge of the requirements involved in promoting a safe and sanitary environment and therapeutic milieu for students/patients and staff.

Knowledge of the principles and techniques in the interview and selection process.

Ability to apply professional nursing theory, practice, and methodology for the care and treatment of physically ill and/or mentally ill students/patients.

Ability to assess staffing needs to insure that staff utilization is proper for the nursing care needs of students/patients in the health services center.

Ability to direct and instruct professional and para-professional personnel in the application of health services center nursing practices and methodology.

Ability to coordinate the nursing services with resources of other disciplines.

Ability to assess and evaluate charge nurses and staff nurses in their implementation of nursing care plans and their overall capabilities in professional nursing.

Ability to identify training needs; evaluate and initiate training recommendations; appraise effects of training on overall performance; evaluate staff development programs; and to plan and conduct on-the-job training programs.

Ability to maintain records and prepare reports, such as nursing care protocols, students/patients' charts and accident reports.

Ability to apply techniques needed in interviewing, observing, recording and reporting signs and symptoms of students'/patients' actual or potential health status.

Ability to promote and maintain continuity of students'/patients' care and treatment in or outside the health services center of the university.

Ability to direct patient care administration of nursing services in the university health services center.

Ability to demonstrate competence in special care areas as appropriate.

Ability to supervise professional and para-professional personnel engaged in the nursing care and treatment of students/patients, and non-professional personnel supporting that effort.

Ability to make independent judgments in relation to nursing practice and supervisory functions.

Ability to organize and direct the work of professional nursing personnel in the treatment of patients with life threatening health problems.

Ability to make independent judgments in resolving life threatening health problems.

Ability to plan and assess immediate and long term nursing care goals and objectives for students/patients in and out of the health services center at the university.

Ability to organize and direct the work of professional and para-professional nursing personnel and non-professional support staff in a health services center of a State System of Higher Education University.

Ability to audit and monitor nursing care for compliance with the State System of Higher Education University policies and procedures, and for compliance with standards of nursing practice.

Ability to develop, implement, evaluate, and modify nursing standards and procedures.

Ability to review, evaluate, and coordinate health services planning to promote continuity of care and appropriate health services center operations.

Ability to develop and maintain effective working relationships with employees of the State System of Higher Education University.

Ability to identify actual or potential health and safety hazards.

Ability to evaluate patterns and trends of nursing care within the State System of Higher Education University.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to understand and follow oral and written instructions.

Ability to acquire new knowledge, skills, and techniques in nursing practice by participating in in-service, out-service, staff development and continuing education programs.

MINIMUM EXPERIENCE AND TRAINING: Four years as a Registered Nurse 2;

OR

Four years of professional nursing experience which included two years at the advanced professional nursing level consistent with the type of health care setting providing care and treatment for physically ill, psychosocial, or injured students/patients.

NECESSARY SPECIAL REQUIREMENT: Possession of a current license to practice as a registered nurse issued by the Pennsylvania State Board of Nursing; or possession of a non-renewable temporary practice permit issued by Pennsylvania State Board of Nursing.

CONDITION OF EMPLOYMENT: Employees possessing non-renewable temporary practice permits must obtain licensure as a Registered Nurse within the one (1) year period defined by the Pennsylvania State Board of Nursing.