

Class Title: Nurse Coordinator – Supervisor

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Supervises Registered Nurses and Licensed Practical Nurses. Coordinates nursing services within assigned programs. Provides psychiatric and general medical nursing care. Assures nursing services are practiced within acceptable standards in accordance with all agency, state, and federal requirements. Assists in developing, implementing, and monitoring nursing policies, procedures, and outcome measures. Responsible for managing work schedules, record reviews, staff education, performance evaluation, disciplinary measures, and nurse applicant evaluation and selection for hire.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Coordinates and schedules all nursing activities; supervises staff nurses; provides and documents individual and group supervision activities; performs record reviews to ensure staff nurses are performing within the standard of care and documenting required nursing activities appropriately.
2	S	Provides psychiatric and general medical nursing services including medication administration, injections, phlebotomy, vital sign determinations, AIMS testing, monitoring of clinical withdrawal syndromes utilizing CIWA and COWS scales, mental status examinations, and other assessments as required.
3	S	Assists in developing, implementing, and monitoring nursing policies, procedures, and outcome measures.
4	S	Provides on-time completion of probationary and annual performance evaluations; manages corrective action; develops and modifies Position Descriptions; interviews nursing applicants and selects for hire appropriate candidates.
5	S	Acts as a liaison between physicians, nursing staff and other staff within the practice.

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Registered Nurse license with either an Associate’s Degree in Nursing Science (AD) or Bachelor of Science Degree in Nursing (BSN) is required.
Experience	Two (2) years of experience as a Registered Nurse. Experience providing care to individuals with mental illness, substance use disorders, and general medical conditions. Experience managing the activities of RN’s and LPN’s. Some positions may require experience that exceeds the base requirement within this class specification.
Certifications and Other Requirements	Must hold current unrestricted licensure to practice as a Registered Nurse in the Commonwealth of Virginia or licensed in one of the Nurse Licensure Compact States.
Reading	Work requires the ability to read physician's orders, medication labels, forms, reference materials, periodicals, policies and procedures, lab results, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to compose clinical notes, reports, presentations, memorandum, research and technical analysis and general correspondence.
Managerial	Managerial responsibilities include managing multiple work priorities, efficient completion of tasks, meeting deadlines, independent decision-making, modeling leadership, and accountability.
Budget Responsibility	N/A
Supervisory / Organizational Control	Must be able to supervise staff nurses, provide staff education and training, evaluate clinical performance, administer corrective action, and manage performance improvement.
Complexity	Work is requires and broad knowledge in a defined specialty area.
Interpersonal / Human Relations Skills	Must be able to function as a member of an interdisciplinary team; demonstrate positive interpersonal communication and effective listening skills; ability to effectively communicate clinical information.

CSC Adopted: August 2014; Revised: June 2017

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. Occasionally, 25-50 lbs. Frequently, or up to 10-20 lbs. Constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing
Sitting	C	Computer, desk work, answering telephone, meetings
Walking	O	To/from office equipment, to/from meetings, to/from distribution of materials
Lifting	O	Office supplies, files, folders, copy paper, books
Carrying	O	Office supplies, files, folders, copy paper, books
Pushing/Pulling	O	File cabinet drawers
Reaching	O	Materials located on shelves
Handling	O	Office supplies, files, folders, copy paper, books
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	F	Filing in file cabinet drawers
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, operation of office equipment
Hearing	C	Telephone, co-workers, supervisors, patients
Talking	C	Telephone, co-workers, supervisors, patients
Foot Controls	N	
Other (specify)	N	

CSC Adopted: August 2014; Revised: June 2017

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Stethoscope, visual acuity tester, audiometer, thermometer, needles, vacutainers, scale, specimen cups, otoscope, telephone, sphygmomanometer, medical supplies, and specialized diagnostic equipment. Fax machine, computer, laser or inkjet printer, standard Microsoft Windows and Office software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	----------------------------	-----------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	D	Darkness or Poor Lighting	N
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Medical Clinic, Crisis Unit; Opioid Treatment Program; Assertive Community Treatment Program; Detention Facility

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, goggles.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
---	---	---	---------------------------------------	-------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	F
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)