

HEAD NURSE (UNIT LEADER)

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for managing a nursing unit at the County Home and Infirmary during an assigned shift of duty. Incumbents will also provide professional nursing services requiring specialized judgment and skills, and will coordinate individual patient care. Work is performed under general supervision with leeway for independently performing most duties of the position. Supervision is exercised over professional and licensed practical nurses, nursing assistants, and other staff assigned to the unit.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Provides unit management for nursing care and support operations during an assigned shift;

Coordinates the care provided by nurses including planning, providing, and documenting care;

Assigns personnel to provide care to residents as specified on care plans and to document care as provided;

Prepares and administers medications for all residents on the assigned unit;

Provides nursing care and treatments to residents;

Supervises the nursing care provided during an assigned shift and determines that the care has been properly documented and has been provided in a professional manner;

Observes residents for changes in functioning, medical and socialization status and reports changes to appropriate medical personnel;

Supervises the unit clerical staff in keeping charts updated and complete, transcribing medical orders, and in keeping the unit adequately supplied and maintained;

Assists physicians during visits to residents;

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Prepares incident and other reports as applicable;

Contributes to the work performance evaluations of staff assigned to the unit;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application; working knowledge of principles and practices of geriatric nursing care; working knowledge of medical material, hospital dietetics, sanitation, and person hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients, physicians, and others; ability to direct nursing personnel in providing resident care; ability to successfully carry out the therapeutic measures prescribed; good observation; mental alertness; firmness; initiative; patience; and emotional stability.

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse. Possession of a license issued by the State of New York to practice as a Registered Nurse is required at the time of appointment.

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Last Reviewed: October 28, 1991
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A