

OROVILLE HOSPITAL

JOB DESCRIPTION

 Oroville Hospital	<b>Job Description for HOUSE SUPERVISOR</b>	Department:	<b>NURSING ADMINISTRATION</b>
		Dept.#:	<b>8720</b>
		Last Reviewed:	
		Last Updated:	

**TITLE:** HOUSE SUPERVISOR

**DEPARTMENT:** NURSING ADMINISTRATION

**REPORTS TO:** VICE PRESIDENT OF NURSING SERVICES

1. NATURE OF POSITION

The Supervisor reports to the Vice President of Nursing.

The Supervisor provides direct supervision of staff in Medical-Surgical units, Emergency Department, Critical Care Unit, Obstetrics department, Extended Care Unit and Staffing Office. The Supervisor provides indirect supervision for all other hospital departments. The Supervisor is responsible for appropriate unit assignment taking into consideration patient acuity, age specific requirements and diagnosis.

II. REQUIREMENTS

A. Graduate of an accredited school of professional nursing and licensed to practice as a registered nurse in the State of California. BSN preferred.

B. Charge nurse experience preferred.

C. Must possess qualifications for Medical/Surgical RN.

D. ACLS certification within one year.

OROVILLE HOSPITAL

STANDARDS OF PERFORMANCE

POSITION TITLE: House Supervisor

RESPONSIBILITIES

STANDARDS OF PERFORMANCE

A. ADMINISTRATIVE

1. Communicates with Nurse Managers Nursing Services, other department directors and the hospital Administrator regarding problems, interventions or decisions made by Supervisor.

2. Assesses emergency situations such as bomb threat, earthquake, fire, etc.

3. Acts as hospital Administrator in his absence.

4. Functions as resource regarding legal aspects of nursing policies and procedures and regulations governing the hospital.

1.a. Provides written documentation regarding problems, actions taken and results.

1.b. Investigates incidents, discusses with staff as appropriate and reports all information to Director of Medical/Surgical Services.

2.a. Responds promptly and effectively, notifying the appropriate authorities and, Administration as indicated.

3.a. Serves as public relations to police, press and public.

3.b. Maintains current knowledge of bed availability and is responsible for decision to divert patients when hospital is full.

3.c. Maintains current knowledge of bed availability throughout community during census peaks.

3.d. Implements disaster plan as needed.

4.a. Has current knowledge of job descriptions and scope of practice for nursing staff.

4.b. Has current knowledge of hospital and nursing policies and procedures.

4.c. Has current knowledge of JCAHO and Title 22 regulations.

4.d. Has current knowledge of RN and LVN contract and Labor Law.

OROVILLE HOSPITAL

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RESPONSIBILITIES	STANDARDS OF PERFORMANCE
<p>5. Maintains current knowledge of situations which may affect overall functioning of the hospital.</p> <p>6. Functions as patient advocate.</p> <p><b>B. LEADERSHIP</b></p> <p>1. Supports a shared governance style of leadership in a decentralized environment.</p> <p><b>C. STAFFING</b></p> <p>1. Supervises the staffing clerks.</p> <p>2. In the absence of the staffing clerk assumes those responsibilities.</p>	<p>5.a. Receives report from previous shift's supervisor.</p> <p>5.b. Maintains communication with all hospital departments throughout the shift.</p> <p>5.c. Reports to on-coming shift supervisor.</p> <p>6.a. Responds to patient and family concerns.</p> <p>6.b. Assists nursing staff to intervene on the patient's behalf.</p> <p>6.c. Understands and utilizes the chain of command as needed to provide quality patient care.</p> <p>6.d. Maintains safe patient environment by reporting safety concerns to appropriate person or to Safety Committee.</p> <p>1.a. Assists nursing units in independently seeking solutions to their problems.</p> <p>1.b. Shares knowledge with others openly.</p> <p>1.c. Promotes harmony and team work by assisting with conflict resolution.</p> <p>1.d. Assists with resolving conflicts between individual needs and requirements of the organization.</p> <p>1.a. Ensures that sufficient nursing staff is available to meet the needs of the patients.</p> <p>2.a. Implements established departmental staffing plans for Medical/Surgical Services only (Obstetrics, Emergency Room, Intensive Care and Extended Care are closed units and provide for their own staffing needs) .</p>

OROVILLE HOSPITAL

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D. BED CONTROL

1. Supervises staffing clerk in performing bed control.

2. In the absence of the staffing clerk, performs those responsibilities.

2.b. Adjusts staffing levels according to patient acuity, census and special needs.

2.c. Reviews staff available for current shift and next shift and anticipates needs. Revises staffing as changes occur.

2.d. Accepts and logs phone calls regarding illness and personal emergencies and replaces staff as needed. Notifies department directors of any trends or patterns being established.

2.e. Logs messages regarding availability of staff or necessary changes in schedules.

2.f. Understands staffing policies in regards to scheduling and time off requests and abides by them.

2.g. Calls staff off for low census in a timely manner and does so according to policy.

1.a. Ensures that patient bed assignments are appropriate based on needs of patient, skills of staff, infection control policies, and preferences of physician.

2. a. Communicates with charge nurse for appropriate placement of patient.

2.b. Considers qualifications and availability of staff in determining bed assignment.

2.c. Has knowledge of respiratory isolation rooms and which diagnosis require respiratory isolation.

2.d. Accurately completes admission/ non-scheduled procedure form and distributes copies appropriately.

OROVILLE HOSPITAL

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<p>3. Responds appropriately to maximum bed capacity.</p> <p><b>E. CLINICAL RESPONSIBILITIES</b></p> <p>1. Maintains current knowledge regarding patient's status and staffing needs.</p> <p>2. Assists with direct patient care as needed.</p> <p>3. Actively participates in Quality Assurance/Improvement Program.</p>	<p>3.a. Considers alternative bed assignments (i.e. ICU, OB) when Medical-Surgical Units are full.</p> <p>3.b. Notifies hospital Administrator of potential need to divert patients when hospital is full.</p> <p>1.a. Confers with charge nurses in all areas.</p> <p>1.b. Makes rounds on Medical Surgical patients.</p> <p>2.a. Patient plan of care.</p> <p>2.b. Admission assessment.</p> <p>2.c. Superimposing IVPB.</p> <p>2.d. PRN medications.</p> <p>2.e. Answering call lights.</p> <p>3.a. Responsible for collecting data.</p> <p>3.b. Provides input during analysis of data.</p> <p>3.c. Helps to formulate and implement plan of action for quality improvement.</p> <p>3.d. Assists with evaluation of actions taken.</p> <p>3.c. Helps to formulate and implement plan of action for quality improvement.</p> <p>3.d. Assists with evaluation of actions taken.</p>

OROVILLE HOSPITAL

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<p>4. Medical-Surgical nursing units are primary area of focus with time to specialty areas as needed.</p> <p>5. Appropriately assesses patients and determines need for intervention.</p> <p>6. Responds to all Code 99s, Emergency Response Team and First Aid Team calls.</p> <p>7. Provides access to Surgery crew and Endoscopy after hours.</p>	<p>4.a. Has completed RN skills check list for Medical-Surgical units.</p> <p>4.b. Functions as immediately available clinical resource person for staff.</p> <p>4.c. Maintains high visibility to staff on Medical/Surgical Units.</p> <p>5.a. Surgical patient in post-op crisis.</p> <p>5.b. Patient in acute respiratory distress.</p> <p>5.c. Patient with acute unresolved chest pain.</p> <p>5.d. Patient with unexplained changes in LOC.</p> <p>5.e. Patient in seizure state.</p> <p>5.f. Determines appropriate unit for admission based on level of care needed, i.e. Med-Surg, ICU.</p> <p>5.g. Determines need for transfer to ICU from Medical-Surgical Unit.</p> <p>6.a. Participates as indicated.</p> <p>6.b. Reviews all Code 99s, documents findings and forwards to ICU Director.</p> <p>6.c. Completes Risk Identification report for First Aid Team calls.</p> <p>7.a. Calls Surgery crew in for non-scheduled surgeries providing crew with necessary information to set up for case.</p> <p>7.b. Calls in on-call endoscopy crew.</p> <p>7.c. When the departments are closed, notifies Surgery and Endoscopy of add-on's to the schedule.</p>

OROVILLE HOSPITAL

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RESPONSIBILITIES	STANDARDS OF PERFORMANCE
<p>8. Provides access to supplies, equipment and pharmaceuticals when those departments are closed.</p> <p><b>F. FINANCIAL ACCOUNTABILITY</b></p> <p>1. Demonstrates cost effectiveness when staffing.</p> <p>2. Considers budget in all decisions.</p> <p><b>G. PSYCHOSOCIAL</b></p> <p>1. Maintains a high level of mental and emotional tolerance and an even temperament when dealing with people.</p>	<p>8.a. Follows procedure for obtaining supplies from Central, Central Sterile and Storeroom.</p> <p>8.b. Follows procedure for inter-facility equipment acquisition/ borrowing and lending.</p> <p>8.e. Follows procedure for obtaining medications from pharmacy.</p> <p>1.a. Uses overtime to cover staff only when all other alternatives have been tried.</p> <p>1.b. Uses least expensive overtime.</p> <p>2.a. Understands out patient programs and assists in admitting patient into appropriate category.</p> <p>2.b. Assists in controlling length of stay by ensuring that patient tests are performed in a timely manner.</p> <p>2.c. Seeks methods for decreasing costs and shares these ideas with staff and management.</p> <p>1.a. Uses tact, sensitivity and sound judgment when relating with patients, families and co-workers.</p> <p>1.b. Displays a professional attitude, including a professional appearance.</p> <p>1.c. Demonstrates a strong ability to identify, analyze and solve problems.</p> <p>1.d. Understands and considers the ramifications decisions may have on other departments.</p>

OROVILLE HOSPITAL

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3. Participates in special projects as assigned by Vice President of Nursing.

3.a. Accurately performs assignment.

3.b. Meets scheduled deadlines.

3.c. Self-directed and self pacing.

4. Accepts Responsibility.

4.a. Is consistent, dependable and accurate in carrying out responsibilities.

OROVILLE HOSPITAL  
EMPLOYEE PERFORMANCE EVALUATION

NAME \_\_\_\_\_ DATE OF HIRE \_\_\_\_\_

DEPARTMENT Nursing Administration POSITION: HOUSE SUPERVISOR

STANDARDS OF PERFORMANCE

(0) DOES NOT MEET STANDARD    (1) MEETS STANDARD    (2) EXCEEDS STANDARD

( ) PERFORMANCE REVIEW ONLY                      ( ) ORIENTATION COMPLETE

AREA OF RESPONSIBILITY:	STANDARD:		
	0	1	2
1) Professional Responsibility:			
A) Completes duties prior to end of shift			
B) Attends 80% of scheduled staff meetings			
C) Arrives on time 95% of scheduled shifts			
D) Maintains current CPR and ACLS certification			
E) Attends annual safety class			
F) Attends educational seminars			
2) Administrative Responsibilities:			
A) Communicates appropriately			
B) Assesses emergencies correctly			
C) Acts according to hospital policies, JCAHO and Title 22 regulations			
D) Functions as patient advocate			
3) Staffing Responsibilities:			
A) Assures that adequate staff is available			
B) Assigns staff based on skills, knowledge and ability			
C) Provides for coverage of time-off requests			
4) Bed Control Responsibilities			
A) Assigns beds based on hospital policy, availability and skills of staff			
B) Responds appropriately to maximum bed capacity			
5) Clinical Responsibilities			
A) Accurately assesses patients physical condition and determines need for intervention			
B) Responds to all Code 99, Emergency Response Team and First Aid Team calls			
C) Provides access to Surgery and Endoscopy staff per policy			
D) Provides access to supplies, equipment and pharmaceuticals per hospital policy			
6) Financial Accountability			
A) Cost effective when staffing			
B) Considers budget when making decisions			
<b>Total:</b>			
# of Standards			21
Average Score:			

OROVILLE HOSPITAL EMPLOYEE PERFORMANCE EVALUATION

7) Educational needs identified:

A) \_\_\_\_\_

B) \_\_\_\_\_

C) \_\_\_\_\_

D) \_\_\_\_\_

EMPLOYEE COMMENTS: \_\_\_\_\_

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EMPLOYEES SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTORS COMMENTS: \_\_\_\_\_

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DIRECTORS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_