


Oroville Hospital

Job Description

 Oroville Hospital	Job Description for Staffing Supervisor	Department:	Nursing Administration
		Dept.#:	8720
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Title: Staffing Clerk Supervisor

Reports to: Vice President of Nursing

Position: The function of the Staffing Clerk Supervisor is to provide communication and leadership between Staffing Clerks on all shifts and acts as a resource person for the other Staffing Clerks to insure continuity in training new employees, and carrying out Staffing Clerk related policies and procedures.

Specific Responsibilities:

- 1) Must function in a leadership capacity to communicate changes in policy and procedure to the other staffing clerks in the Nursing Administration department.
 - a) Maintains communication book for staffing clerks.
 - b) Assists the Staffing Clerk Supervisor in developing and maintaining the policy and procedure manual relating to staffing clerk duties.
 - c) Develops and maintains a training manual for new employees.
- 2) Demonstrates total knowledge of all duties and skills in the Staffing Clerk job description.
- 3) Acts as liaison to insure quality communication between Vice President of Nursing, Nurse Managers, Nursing Staff, and Unit Clerks.
- 4) Interviews, hires, counsels and terminates staffing clerks as necessary.
- 5) Must work a minimum of 8/10 per pay period.
- 6) Maintains schedules of staffing clerks, approves or denies vacation requests.
- 7) Responsible for arranging coverage for own requested time off excluding sick time and emergencies.
- 8) Maintains current list of upcoming license, CPR and certifications for all nursing staff. Communicates upcoming delinquencies with Nurse Managers.

Qualifications

Knowledge

Previous Staffing Clerk Experience. High school graduate or equivalent. Medical Terminology.

Skills

Demonstrated experience in leadership skills. Ability to communicate in a positive manner. Ability to function calmly in high stress situations. Computer, typing, communication.

Responsibilities

Staffs Units

1. Implements established departmental staffing plans for Nursing Services.
2. Adjusts staffing levels according to patient acuity, census and special needs.
3. Reviews staff available for current shift and next shift and anticipates needs. Revises staffing as changes occur.
4. Accepts and logs phone calls regarding illness and personal emergencies and replaces staff as needed. Notifies department Nurse Managers of any trends or patterns being established.
5. Logs messages regarding availability of staff or necessary changes in schedules.
6. Understands staffing policies in regard to scheduling and time off requests and abides by them.
7. Calls staff off for low census in a timely manner and does so according to policy.
8. Consults Nurse Managers as a resource for staffing concerns or questions.
9. Completes HPPD and staffing variances report each shift.
10. Maintains hard copy of schedule and attendance report for one calendar year.

Bed Control

Arranges for patient bed assignments

1. Ensures that patient bed assignments are appropriate based on needs of patient, skills of staff, infection control policies and preferences of physician.
2. Communicates with charge nurse for appropriate placement of patient.
3. Considers qualifications and availability of staff in determining bed assignment.
4. Has knowledge of respiratory isolation rooms and which diagnosis require respiratory isolation.
5. Accurately completes admission/non-scheduled procedure form and distributes copies appropriately.

Responds appropriately to maximum bed capacity.

1. Considers alternative bed assignments (i.e. ICU, OB) when Medical-Surgical Units are full.
2. Determines need for opening Unit 3 for Medical-Surgical patients with Vice President of Nursing.

Inpatient/Outpatient Census

1. Responsible for hospital census report.
2. Calculates in-patient and out-patient census daily.
3. Reports total census by unit to payroll every other Monday.

Communication

1. Communicates effectively with Nurse Managers, nursing staff, other departments and Vice President of Nursing
2. Notifies Supervisors of changes in census or staffing as it occurs.
3. Notifies staff of changes in schedules and approval or denial of requests for time off in a timely manner.
4. Acts as a resource for staff's questions regarding staffing and scheduling
5. Notifies appropriate departments of admissions, discharges and transfers.
6. Discusses problems regarding staffing and scheduling with Nurse Managers.

Time Cards

1. Calculates time cards for assigned units every pay period.
2. Completes break-out sheet.
3. Enters data from time cards or corrected attendance report.

Management Skills

1. Interviews, hires, counsels and terminates staffing clerks as necessary.
2. Approves/denies all vacation requests for med/surg and ECU RNs, LVNs and Aides. Maintains vacation calendar for nurses review.
3. Creates new schedules based on hospital need for all new hires.
4. Creates schedules monthly with approved vacations, and communicates with staff for schedule changes.
5. Completes holiday schedules.
6. Communicates staffing needs to outside registry and traveler nurse companies.
7. Creates list of In-house registry needs bi-weekly.
8. Compiles all data required for charge nurses to complete yearly evaluations on med/surg nurses.