TITLE: Personal Health Nursing Supervisor

General Summary:

Provides supervisory direction, organization and interpretation necessary to implement the Personal Health Programs of District Health Department No.4. The primary function of the supervisor is to assist the Director of Nursing in the planning, implementation and coordination of personal health programs and policies. A nurse at this level must exercise considerable independent judgement in carrying out delegated responsibility and serve as a resource for public health nurses. Supervisors must exercise considerable skills in dealing with other employees and the public. Provides orientation, evaluates staff performance and evaluates program requirements.

Supervision Received:

Works under the direction of the Personal Health Nursing Director of the Department.

Essential Job Functions:

A. Management Responsibilities

1. Keeps the Personal Health Nursing Director advised of program development through written and/or verbal reports.

2. Works with the Personal Health Director to ensure that Personal Health programs are in compliance with guidelines of regulatory and funding agencies and federal, state and local laws.

3. Develops and implements strategies for promoting appropriate utilization of Personal Health program services.

4. Responsible to keep the Personal Health Nursing Director/Medical Director informed of staffing needs to maintain adequate and appropriate clinical and service delivery levels. Monitors and promotes efficiency of Personal Health program personnel functioning.

5. Implements guidelines for utilizing and supervising agreement personnel and independent contractors.

6. Promotes awareness of agency services and appropriate utilization of those services:
   a. Participates in liaison activities such as contact with community resources and referral sources;
   b. Works with community education personnel to implement approved public relations, outreach and related activities designed to increase agency visibility and referrals; and,
   c. Recognizes role as a representative of the agency in the community.

7. May provide Personal Health services to clients in absence of assigned personnel.

8. Participates in maintaining Personal Health Policy Manual and revisions as necessary, keeping staff informed of program changes due to manual revisions/bulletins.
9. Familiarizes self with community resources in the District 4 service area.

10. Supports the financial plan of the agency:
   a. Assures the establishment of an appropriate payor source in adherence to agency guidelines;
   b. Assures the adherence to third-party payor regulations which effect reimbursement;
   c. Assures documentation necessary for billing in a timely manner;
   d. Assures maintenance of productivity standards as established by the agency; and,
   e. Establishes necessary control measures to insure proper and economical use of equipment and supplies.

11. Provides emergency response services.

B. Staff Development

1. Offers direction and consultation to personnel to increase, within their levels of competence, the necessary skills to provide effective service to clients.

2. Assesses and determines technical skills of personnel.

3. Organizes inservice education to provide professional growth and development to Personal Health program personnel.

4. Provides orientation and guidance to Personal Health personnel to insure high quality of services and maintenance of agency standards.

5. Plans and implements staff meetings.

C. Evaluation/Quality Assurance

1. Reviews and evaluates, through a variety of means such as home visits, conferences, record reviews, etc., the services provided by the professional, paraprofessional, and agreement staff and discusses findings with them in order to verify, instruct and assist in promoting more effective performance.

2. Monitors assigned personnel’s caseloads and workloads.

3. Assists in the annual evaluation of agency programs and recommends modifications accordingly.

4. Participates in quality assurance activities:
   a. Develops long and short term goals and utilizes efficient data, gathering systems, relevant to practice and performance.
   b. Implements and/or assumes responsibility for quality care through clinical record review, on-going record review.

5. Assists in determining that all records are maintained according to agency policy.

6. Implements and provides evaluation procedure for personnel.
D. Clinical Responsibilities

1. Acts as a resource consultant for clinical staff to assure provision of quality care.

2. Assures completeness and timeliness of clinical records and documents.

3. Participates as needed on agency committees.

4. Responsible for assuring follow up of daily client problems.

5. Assures that care is provided in accordance with professional standards, as well as legal and ethical guidelines.

E. Miscellaneous

1. Participates in annual cardiopulmonary resuscitation (CPR) review and first aid according to department policy.

2. May carry out public health nursing responsibilities in back-up situations.

3. Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of nursing theory and skills in public health nursing.

Thorough knowledge of scope of local and state public health laws.

Considerable knowledge of functions and activities of other health, welfare, and educational agencies connected with public health agencies.

Ability to supervise and evaluate others and participate in program administration.

Ability to plan, implement, and evaluate public health nursing programs within areas of responsibility.

Ability to effectively communicate both verbally and in writing.

Qualifications:

Professional Affiliations - Registered Nurse licensed in Michigan.

Equipment Used - Must be familiar with proper use and care of office and clinical equipment and supplies.

1. Education: Graduation from a school of nursing approved by the State Board of Nursing. Possession of a current license to practice as a Registered Nurse in Michigan. A Baccalaureate degree in nursing is preferred.
2. Experience: Three to five years nursing experience with at least one year in public health nursing. Previous supervisory or management experience is preferred.

3. Personal Characteristics: Good leadership and management skill, initiative, tact, objectivity, adaptability, proven ability to foster good interpersonal relationships, and a commitment to the goals and objectives of the agency. Ability to deal effectively with stress.

4. Personal Appearance/Health: Must be well groomed at all times and in good personal health.

5. Judgement: Work is non-routine and involves independent thinking and action in applying public health nursing principles and practices in planning, organizing and directing Public Health programs. Also required is the ability to make sound clinical judgements with particular application to Public Health. Needs ability to organize time and materials and to think through problems, suggesting appropriate actions.

6. Effort: Above average degree of mental effort is required to fulfill the responsibilities of the position and meet the demands of the program activities.

7. Responsibility for the Safety of Others: Has overall responsibility for the safety of client care provided by the professional and paraprofessional staff.

8. Tact: Must exercise extreme tact in dealing with staff, community, clients, and other personnel, and in enlisting the cooperation of many people in furthering development of the program.

9. Environmental Conditions/Physical Requirements: Potential for injury or exposure to communicable disease. Ability to perform tasks involving driving/travel, walking, sitting, bending, standing. Knowledge of body mechanics. Current motor vehicle driver's license and reliable vehicle for travel are required. Visual and hearing ability sufficient to comprehend written/verbal communication. Ability to communicate both orally and in writing to personnel.