

## REGISTERED NURSE SUPERVISOR

### FUNCTION OF THE JOB

Under direction, to assist in the coordination, operation and implementation of nursing activities and services in an inpatient psychiatric hospital; to provide supervision and technical direction to the nursing staff; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Participates with the physicians and nursing administration in assessing, planning, implementing, and evaluating nursing services to meet the needs of all patients.
2. Participates in facilitating training in psychopathology and nursing interventions related to symptomatology.
3. Ensures appropriate levels of both professional and para-professional staff via scheduling to meet the acute care needs of patients.
4. Provides or arranges for pertinent clinical information to insurance companies to insure authorization of payment for inpatient days of care and treatment.
5. Participates in selecting, instructing, assigning, supervising, and evaluating nursing personnel.
6. Participates in the formulation, interpretation, and enforcement of institution policies and procedures.
7. Identifies environmental health and safety problems and makes appropriate recommendations.
8. Instructs nursing staff in the use of new equipment, supplies, and forms.
9. Conducts nursing staff meetings.
10. Provides information on patient care issues to other agencies, such as police departments, group homes, and jails.
11. Assists with evaluating annual budget; monitors assigned budget area; oversees timekeeping for staff.
12. Ensures adherence and compliance to the policies and procedures of the federal Health Insurance Portability and Accountability Act (HIPAA) of 1996 in regards to protected health information.
13. Establishes and maintains effective working relationships with staff, officials, patients and their families, physicians, community organizations, and the general public.
14. Prepares reports and records.
15. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
16. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Comprehensive knowledge of modern psychiatric and medical nursing theories, practices, principles, and procedures and how to apply them to patient management problems.
2. Considerable knowledge of applicable rules, regulations and codes such as Chapter 51 and 55 of the Wisconsin State Statutes and Federal Codes such as Title 19.
3. Considerable knowledge of the legal aspects of psychiatric nursing practices and mental health laws and codes.
4. Considerable knowledge of psychopathology, mental health principles, and treatment techniques.
5. Considerable knowledge of substance use and disability areas and their treatment techniques and objectives.
6. Working knowledge of electronic health record, computerized department program software, internet access, database, spreadsheet, and word processing programs.

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

7. Working knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
8. Working knowledge of administrative, managerial, and supervisory principles and practices.
9. Working knowledge of budgeting, planning, and analytical methods and techniques.
10. Ability to plan, organize, coordinate, and direct the Psychiatric Nursing Services with Mental Health Center activities.
11. Ability to utilize word processing, database, and spreadsheet programs.
12. Ability to plan, assign, supervise, and evaluate the work of others.
13. Ability to interpret, implement, and apply division rules, directions, and policies.
14. Ability to prepare and present written and oral reports.
15. Ability to provide effective instruction to address varying learning needs of staff.
16. Ability to establish and maintain effective working relationships with staff, officials, patients and their families, physicians, community agencies, and the general public.
17. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
18. Ability to communicate effectively orally and in writing.

### Training and Experience

1. License or eligibility to receive a license as a Registered Nurse in the State of Wisconsin.
2. Bachelor of Science degree in nursing is preferred.
3. Three (3) years of responsible work experience in nursing or education.
4. Graduation from a recognized college or university with a master's degree in nursing or a closely related field may substitute for one (1) year of the required work experience.