

HEAD NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing nursing service activities including the preparation of nursing care plans in a patient care unit of the County Department of Nursing Homes. Supervision is exercised over the work of registered nurses, practical nurses, nurse aides, volunteers, and clerical employees. A Head Nurse does related work as required.

TYPICAL WORK ACTIVITIES:

- Assigns duties to professional and auxiliary personnel based on patient needs, available staff, and unit needs;
- Supervises and evaluates work performance in terms of patient care, staff needs, and efficiency of service;
- Observes nursing care and visits patients to insure that nursing care is carried out at directed and treatment is administered in accordance with physician's instructions;
- Instructs staff in proper techniques of care;
- Maintains a safe environment for patients;
- Accompanies physician on rounds to answer questions, receive instructions, and note patient care requirements, reports to placement on next shift on conditions of patients or of any unusual actions taken;
- Completes Minimum Data Sets (MDS), a comprehensive resident assessment tool used for Medicare and Medicaid residents;
- May be designated as MDS Coordinator assuring timely completion of MDS forms and Resident Assessment Instruments (RAI), which serve as a basis for financial reimbursement;
- May act as moderator at Comprehensive Care Plan reviews;
- May render professional nursing care and instructs patients and members of family in techniques and methods of home care after discharge;
- Directs preparation and maintenance of patient's clinical record including nursing and medical treatment and related services provided by staff nurses;
- Insures established inventory standards for medicines, solution, and supplies for the unit;
- May administer medications and performs treatments as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of nursing principles, techniques, and terminology including those of geriatric and rehabilitative nursing; ability to plan, direct, and supervise the work of others; ability to communicate effectively with others both orally and in writing; emotional stability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Possession of a current license to practice as a registered professional nurse issued by the State of New York.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 01/03/01