

DESCRIPTION: Under administrative direction, and within the scope of RN licensure, performs administrative nursing work through planning, organizing and directing nursing and patient care services in a state agency or facility. Incumbents manage the administration of care delivery systems for nursing/treatment services and ensure such services follow governing accreditation standards and/or certification and standard of care practices and regulations. Incumbents manage a large professional and paraprofessional staff through subordinate nursing supervisors. Incumbents work under the general direction of the Facility Administrator; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is responsible for all nursing services within a facility or institutional setting and supervises subordinate Nurse Managers.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes and directs nursing care in accordance with certification, accreditation or licensing standards/regulations.

Interprets regulations and standards and communicates nursing philosophy and objectives to nursing staff; develops resources to provide nursing services that meet applicable standards.

Promulgates nursing service policies and procedures in conjunction with other administrative staff and departments.

Interviews, hires, and assigns nursing service supervisors. Trains and evaluates nursing service supervisors.

Assists in the administration of quality assurance program, utilization review, and infection control and other facility committees or programs.

Acts as representative of nursing services at administrative and professional staff meetings. Represents the facility to public and private groups.

Assists the facility budget officer in preparation of budget for nursing service.

Conducts meetings with the nursing staff and other members of the health care team to develop, implement, and communicate nursing goals and objectives.

Coordinates activities of the facility nursing department with other departments and management employees.

Performs nursing tasks in emergencies.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: registered nursing theory and practice; accepted standards of care; nursing care standards required for facility licensing, certification or accreditation; sanitation and infection control standards; planning, providing and evaluating quality nursing care; Nebraska regulations pertaining to nursing practice, including scope of practice parameters; psychology or another behavioral science; supervision or management techniques, principles, or practices; personnel management and resource allocation principles; budget and personnel management.

Skill in: coordinating and providing nursing care; planning, directing, and coordinating the activities of a nursing service department; promulgating policies and procedures; resolving conflict.

Ability to: supervise comprehensive nursing care services; oversee the maintenance of medical records; write administrative reports as required; communicate effectively orally and in writing; use a computer maintain effective working relationships with institutional administrators and program managers; ensure the provision of required nursing in-service programs and continuing education; maintain nursing standards of patient care to ensure facility accreditation; represent the facility to public and private groups.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

A current license to practice as a Registered Nurse in Nebraska or authority based on the Nurse Licensure Compact to practice as a registered nurse in Nebraska and two years of experience assigning, reviewing, leading, or supervising the work of others.

SPECIAL NOTES:

Continuing Education is a requirement to maintain licensure as a licensed Registered Nurse.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).