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Specifications for the Class:

NURSE MANAGER

Distinguishing Characteristics:

Plans, organizes and supervises the nursing care and treatment services for an assigned patient care unit of an adult mental health hospital. Such responsibility involves planning, scheduling, assigning, reviewing and evaluating the work of all nursing and other support staff assigned to the unit; providing leadership, guidance and direction in interpreting and implementing hospital policies, procedures and guidelines; ensuring the provision of quality patient care and efficient resource utilization. Positions in this class typically work on the day shift, but have 24-hour responsibility for the management of the assigned unit. General supervision is received from the Director of Nursing or other administrator.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Plans, organizes, schedules and supervises the nursing care and treatment services for an assigned patient care unit to maintain efficiency in operation; coordinates resources to accomplish objectives of the unit; assists in regulating staffing patterns to meet patient care needs.
2. Participates in developing, interpreting and implementing hospital and nursing unit philosophy, objectives, standards, policies and procedures.
3. Participates in the development and implementation of the nursing unit's annual action plan, and supports the hospital's strategic plan.
4. Participates in the investigation of, and follow up on, unit-based events as required, and makes recommendations for change.
5. Integrates performance improvement findings with unit level operations for day-to-day decision-making as well as for long term operations planning purposes.
6. Maintains knowledge of American Nurse Association (ANA), Health Care Financing Administration (HCFA) and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards.
7. Develops and monitors adherence to expenditure guidelines at the unit level. Prepares variance reports as required.

8. Maintains administrative records and prepares reports relative to staffing, overtime utilization and employee leave status.
9. Supervises the work of nursing and other support staff; plans, schedules, assigns, reviews and evaluates their work; provides for staff training and development; approves/disapproves leave requests and personnel actions; provides counseling and discipline as necessary.
10. Interviews and recommends selection of new employees; provides orientation and staff development.
11. Represents the nursing unit on various hospital committees.

Competencies Required: *(The competencies required to effectively perform the key duties of this class are indicated in the following table. The degree of each competency required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in this class.)*

“P” indicates a prerequisite competency, which must be brought to the job.

“A” indicates a competency that is required for full performance that may be acquired on the job, within the probationary period.

COMPETENCIES	
TECHNICAL COMPETENCIES	
Apply nursing theory, practice, techniques and procedures to planning and providing nursing care to mentally ill patients.	P
Recognize, interpret and evaluate symptoms of patient's condition and take appropriate action; prepare comprehensive nursing diagnosis and nursing care plans.	P
Understand and apply American Nurse Association (ANA), Health Care Financing Administration (HCFA) and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards.	P
GENERAL COMPETENCIES	
READING: Understand and interpret complex written material, including laws, rules, regulations and policies.	P
WRITING: Use correct English grammar, punctuation and spelling; communicate information in a succinct and organized manner; produce written information that is appropriate for the intended audience.	P

COMPETENCIES	
ORAL COMMUNICATION: Express information to individuals and groups effectively, taking into account the audience and nature of the information.	P
DECISION MAKING: Make sound, well-informed and objective decisions; perceive the impact and implications of decisions.	P
PROBLEM SOLVING: Identify problems; analyze problems logically and systematically; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives and to make recommendations.	P
REASONING: Identify rules, principles or relationships that explain facts, data or other information; analyze information, make correct inferences and draw accurate conclusions.	P
INFORMATION MANAGEMENT: Identify a need for and gather information from appropriate sources; organize information to facilitate analysis and decision making.	P
INTERPERSONAL SKILLS: Deal effectively with others; establish and maintain effective working relationships with others; treat others with courtesy and tact.	P
ORGANIZATIONAL AWARENESS: Understand and apply pertinent laws, rules, policies and procedures.	P
SUPERVISORY SKILLS: Plan, schedule, assign, direct, and evaluate the work of others; provide counseling and discipline as necessary.	P

MINIMUM QUALIFICATION REQUIREMENTS

License Requirement:

Applicants must possess a valid license to practice as a registered nurse in the State of Hawaii.

Experience Requirements: Except for the substitutions provided for in this specification, applicants must have had responsible experience of the kind, quality and quantity described in the statements below, or any equivalent combination of training and experience.

Professional Nursing Experience: One and one-half (1-1/2) years of experience as a licensed registered nurse which involved providing direct patient care services in a hospital setting. At least one (1) year of such experience must have been comparable

to the Registered Professional Nurse III level in the State service and must have involved nursing experience in a mental health setting.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader, or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution Allowed:

1. A master's degree in nursing may be substituted for one (1) year of professional nursing experience, but not for nursing experience in a mental health setting.
2. A master's degree in psychiatric nursing may be substituted for the one (1) year of nursing experience in a mental health setting.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:


Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specification for the class NURSE MANAGER approved on November 22, 2006.

DATE APPROVED: SEP 08 2008



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