

Job Title: Administrative House Supervisor	Department: MedSurg/ER
Location: Scott County – BSF	Reports To: Chief Nursing Officer
FLSA: Non-Exempt	Effective Date: 12/3/2021

Position Summary

The Administrative House Supervisor (AHS) provides clinical and administrative leadership as an extension of hospital administration.

Responsibilities include:

- Supervising nursing staff and their day-to-day duties on behalf of senior management.
- Ensuring that patients receive quality healthcare.
- Performing administrative duties, including scheduling nursing staff shifts.
- Expediting issues of concern to senior administrators on call.
- Liaising with patients, family members, and healthcare professionals to ensure quality care.
- Updating records and communicating information to relevant departments.
- Providing nursing staff with clinical instructions, advice, or guidance, when required.

Essential Job Duties and Responsibilities:

- I. **Interprets, promotes and uses the hospital philosophy; Nursing Department philosophy, goals and standards of care; Board of Nursing; Nurse Practice Act and other regulatory agencies standards in planning and supervising the provision of care for a defined service area.**
 - Adheres to the general hospital standards to promote a cooperative work environment by utilizing communication.
 - Follows hospital policy and procedure.
 - Follows departmental policies and procedures.
 - Contributes to overall quality of services.
 - Assumes responsibility for keeping informed about changes in policies and procedures.
 - Assists the Unit Manager in activities that support the delivery of direct and indirect patient care within the Department.
 - Performs as floor nurse on duty when scheduled.
- II. **Ensures a secure and safe patient environment by practicing in accordance with organization and specific unit-specific, procedures, and standards of care.**
 - Reports all accidents, near accidents, injuries, special occurrences, and other emergencies that unit employees are involved in immediately to the Unit Manager.
 - Assists staff in completion of accident reports and appropriate routing.
 - Identifies reports and assists in problem solving current or potential unsafe/unhealthy practices and conditions in a timely manner.
 - Reports malfunctioning equipment/supplies to the CNO and removes from service per policy. Assists in completing requests for repairs of malfunctioning equipment.

- III. Provides leadership and professional supervision of staff.**
- Models and promotes professional behavior on a continuous basis.
 - May serve as a liaison with physicians.
 - Assists in managing and evaluating the overall daily operations of the nursing unit.
 - Creates and maintains a safe and therapeutic environment for patients, self, co-workers and facility in conjunction with other managers and Chief Nursing Officer.
 - Demonstrates ability to implement problem-solving mechanisms in both routine and emergency situations.
 - Assists with scheduling to maintain adequate staffing levels.
 - Provides feedback to staff regarding documentation issues or areas for improvement.
- IV. Assists CNO with, and performance appraisal of staff members.**
- Assists with orientation of new staff members, including completion of skills checklists.
 - Assists in conducting performance reviews of staff.
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- V. Plans and implements in-service education programs as needs are identified.**
- Identifies opportunities for education or recognizes processes that may need re-education.
 - Assists in documentation of in-service education programs.
- VI. Accepts on-call responsibilities as per on-call schedule.**
- Gains coverage for shifts not covered due to staff call-ins.
 - Assists with covering shifts not filled through normal scheduling processes in collaboration with Unit Manager.
- VII. Participates in performance improvement activities:**
- Supports and maintains the facility QI program.
 - Evaluates nursing practice, data and trends to ensure optimal patient outcomes.
 - Assists in developing corrective strategies to address problem areas.
 - Assists in the maintenance and monitoring of the documentation system.
 - Completes code reviews for all patients entering the facility with CPR in Progress and forwards to Manager/Director for committee review and recommendation(s).
 - Collects data to assist with completion of Ongoing Professional Practice Evaluations (OPPE) for medical providers.
- VIII. Completes other assignments as directed by the CNO.**
- Completes reports for monthly reporting as needed.
- IX. Demonstrates effective communication skills with and for staff.**
- Assists CNO with ensuring staff have the information they need to deliver effective patient care in the department.
 - Participates in departmental staff meetings.
- XIII. Steps into the leadership role in the absence of the CNO/Managers.**

Education:

Associate degree from an accredited School of Nursing, BSN preferred.

Experience:

Three or more years of experience in nursing supervision.

Licensure, Certification, and/or Registration

Current licensure to practice as a Registered Nurse in Tennessee.

CPR, ACLS and PALS certification required or must be obtained within introductory period preferred

Skills and Qualifications:

Communication skills including verbal, non-verbal and listening skills.

Strong fiscal management skills.

Demonstrated commitment to team effort, professional nursing practice and education.

Ability to work with a collaborative management team.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state, or local protected class.

Employee Name

Signature

Date Signed