

**JOB ANNOUNCEMENT
(INTERNAL/EXTERNAL)**

POSITION INFORMATION

Job Title: Nursing Supervisor
Division: Nursing Services **Department:** Nursing Administration
Reports to: Chief Nursing Officer **Classification:** Regular, Full Time
Opening Date: Wednesday, May 30, 2018 **Closing Date:** Open until filled

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

Department 24 hours; 7 days per week
Hours of
Operation

Schedule Rotational shifts

BASIC PURPOSE OF THE JOB

Responsible for supervision of all nursing and unit-based personnel on designated shift and the provision of a safe, caring environment for patient/family and staff which fosters professional nursing practice, shared decision-making, interdisciplinary teamwork and collaboration resulting in positive patient and staff outcomes. Assists Unit Supervisor and/or Nurse Manager in planning, developing, implementing, evaluating and monitoring policies and procedures, budgets and the allocation of resources, continuous quality improvement initiatives, educational programs and shared governance/shared leadership councils to achieve departmental and organizational goals and objectives. Provides nursing care as needed for age-specific patient population. Oversees productivity and day to day operations.

QUALIFICATIONS

Minimum Education ▪ Master's degree in nursing or business management preferred.

Minimum Work Experience ▪ Ten (10) years of experience as a Registered Nurse
▪ Experience in hospital-setting preferred
▪ Two (2) to five (5) years of experience as a Nursing or House Supervisor
▪ Demonstrated experience in hospital operations.

Required Licenses / ▪ Registered Nurse (RN) License from the Territory of Guam
Certifications ▪ BLS Certification
▪ ACLS Certification

Required Skills, Knowledge ▪ Computer skills and use of Electronic Health Records (EHR) system
and Abilities ▪ Knowledge in administration and management, customer service, and personnel and human resources
▪ Active listening, communication, coordination, monitoring, and social perceptiveness skills
▪ Oral and written comprehension, oral expression, and problem sensitivity

OVERVIEW OF JOB RESPONSIBILITIES

1. Evaluates departmental needs and requirements.
2. Establishes hospital standards for program documentation and training.
3. Assists and consults on staffing and scheduling program and appropriately maintains staffing levels. Perform professional nursing to patients in response to workload or staffing shortages.
4. Participate in revising and developing departmental policies and procedures; interpret and advise subordinate personnel on policies and procedures while ensuring adherence to significant Joint Commission (JC) standards and Hospital policy.
5. Enforce all Hospital and administrative policies and procedures including security, safety, fire, admission, and non-nursing related policies and procedures.
6. Monitor the condition of patients, critically ill patients, staffing situations, and unusual events which occur during assigned shift.
7. Respond to emergency situations with initiative action and direct nursing and ancillary personnel in emergency situations until Hospital administrative personnel arrive.
8. Establish and maintain cooperative working relationships with various departmental personnel, patients' families, Physicians, and outside agencies to exchange information, resolve operational problems, and improve quality of patient care.
9. Serve as a clinical resource and educator for all nursing staff.

*Full job description to be provided upon hire