

## SUPERVISING NURSE-STUDENT HEALTH SERVICE \*

### **Function of Job:**

Under administrative supervision from responsible Health Services official, to direct and supervise the nursing services of a college/university Health Service unit.

### **Characteristic Duties and Responsibilities:**

1. Demonstrate a high degree of competence in the practice of nursing skills, and supervise nursing and laboratory personnel in Health Service unit.
2. Perform administrative and technical supervision over nursing program.
3. Interpret operating procedures and policies, and review work performance to determine conformance to recognized standards.
4. Maintain quality of patient care.
5. Investigate and study trends and developments in nursing practices and techniques and evaluate their adaptability to the needs of the nursing program.
6. In relation to hospital care provided with Health Service Program:
  - a. Supervise the nursing care of patients.
  - b. Identify and study nursing-service problems and assist in their solution.
  - c. Visit patients to insure maximum care and to ascertain need for additional or modified services.
  - d. Develop work and vacation schedules.
  - e. Interview and select eligible nursing personnel for position vacancies.
7. Plan for, and participate in, the training and development of all assigned personnel.
8. Inspect physical facilities for orderliness, cleanliness, and safety.
9. Secure necessary supplies and equipment, and oversee their use and care.
10. Supervise the maintenance of all necessary records for nursing and medical treatment.
11. Keep supervisor informed of the needs of the nursing staff and of any special problems.
12. Perform other related duties as directed.

### **Minimum Acceptable Qualifications:**

1. Knowledge of general nursing theory and practice, including principles, methods and techniques involved in performing general services.
2. Graduation from an accredited school of nursing services.
3. Possession of a current license as a Registered Nurse in the State of New Hampshire.
4. Supervisory and administrative ability.
5. Five years of experience in professional nursing, two years of which must have been in a supervisory capacity.
6. Ability to pass annual tine test as required by state regulation.

### **Additional Desirable Qualifications:**

1. Experience in the institution to be served.
2. Additional nursing experience beyond minimum requirement.

4/15/81

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System Approval

4/15/81

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position**

\*Revised - Originally approved 4/18/75 and 10/1/75.