

**SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM**  
**EXEMPT JOB DESCRIPTION**

Job Title: Manager, Unit  
Reports To: Administrator, Nursing Services  
Approval: Director, Human Resources

Date: 9/27/01  
Grade: 21  
Job #: 141 C

**POSITION SUMMARY.** Responsible for planning and coordinating patient care activities on assigned areas on a 24-hour basis. Performs duties with maximum independence, exercising professional judgment in determining the need for, and type of, special action involving patient care and/or personnel. Works with infants, children, adolescents, adults and geriatric patients.

**I. KEY RESPONSIBILITIES.**

- #1: (35%)** Coordinates Nursing Service orientation of new staff monitoring skills and provides guidance for new skill development. Assist in training and career development of staff for new responsibilities and authority as needed. Evaluates performance of staff based on written standards of performance. Recommends awards, effects reprimands and recommends adverse actions. Approves leave. Communicates potential administrative problems and unresolved employee complaints to the Administrator of Nursing Service.
- #2: (30%)** Plans and prepares staffing schedule according to agency personnel policies and regulations. Makes patient care assignment based on patient care requirements, complexity of assignment, category and qualifications of personnel. Reviews the need for and recommends changes in staffing standard based on patient classification/staff utilization studies.
- #3: (20%)** Coordinates Nursing Service activities with other areas/departments/divisions. Collaborates with other health care providers in arranging and conducting patient care conferences.
- #4: (10%)** Implements and administers nursing service policies, procedures and standards on the assigned clinical area. Participates in formulating or revising nursing policy and procedure manuals, job description and performance standards as required. Reviews area manual annually, coordinating revisions with Administrator of Nursing.
- #5: ( 5%)** Facilitates and participates in area quality improvement activities to monitor compliance with standards of patient care. Identifies area needs for personnel, equipment, supplies and training and utilizes such data for program planning with Nursing Service Administration. Acts rapidly and effectively in any emergency situation.

**II. REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

- (A) What minimum level of education is ordinarily required to handle the key responsibilities of this job? Briefly state how it is used in this position.

Nursing Diploma

- (B) Is a special course of training required to qualify for this job? [X] Yes. If so, please specify type and duration.

80 hours of supervisor/or management training.

- (C) What type of experience would ordinarily be required to perform in this job at a beginning level? How long would it take (minimum cumulative years in a related occupational path) to gain this experience?

Four years professional nursing experience with minimum 2 years as staff RN in assigned specialty and at least 1 year with supervisory responsibilities.

### III. **KNOWLEDGE, SKILL AND ABILITY:**

- (A) Describe the type and level of knowledge and ability required to perform acceptable work in this job. These must be required on a regular basis. DO NOT list an employee's personal credentials unless required by the job.

Ability to anticipate area needs, plans and organizes.  
Ability to maintain ACLS, PALS, BLS certification as required by policy.  
ability to maintain age-specific life support training/certifications as required by Nursing Services policy.

- (B) Identify the three most important applied job skills required to effectively perform in this job. (Examples: typing or computer applications skills, oral and written communication ability, math or analytical judgment skills, skill with equipment or tools, etc.)

1. Decision - making judgment skills
2. Oral and written communication skill - individual and group.
3. Nursing Practice - analytical skills.
4. Long range planning.

### IV. **DECISION-MAKING/PROBLEM-SOLVING:**

- (A) Describe the major decisions and problems that can occur in this job and who and what the decisions affect.

1. Organization of area on a daily basis. This is essential to handle high patient census. Decisions affect patient care and can cause delays or improper patient care.
2. Personnel issues - includes hiring, corrective actions, continuing education, If not done well, patient care is compromised.

- (B) Using the decisions/problems described above, identify how these decisions are reached or problems solved and how closely the results are reviewed by your manager.

Decisions are reached independently and are reviewed weekly by the Administrator of Nursing Services.

**V. RESPONSIBILITY FOR CONTACTS:**

	<u>Job or Persons Contacted</u>	<u>Purpose of Contact</u>	<u>Frequency in Normal Duties</u>
1.	Physicians	Plan patient care	Frequent
2.	Patients/Families	Assess quality of care	Frequent
3.	Ancillary Staff	Coordinating Patient Care	Frequent

**VI. MANAGEMENT SPAN AND CONTROL:**

Does this job supervise others?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Position Title</u>	<u>Number of Employees</u>		
Registered Nurses	1 - 10		
LPNs	1 - 4		
CNAs	1 - 8		
Scrub Technician(s)	1 - 2		
Medical Supply Technician(s)		1 - 2	
Patient Care Extender		1 - 4	