



JOB DESCRIPTION

Position:	LVN Nursing Supervisor
Department:	Medical Support
Reports to:	Site Administrator
FLSA Status:	Non-Exempt/Supervise staff LVN & MA positions
Grade:	12

GENERAL PURPOSE:

Maintains responsibility for the professional nursing activities of all nursing staff in the Ampla Health clinic(s) to which assigned. Performs nursing functions as related to patient care. Is responsible for maintaining a culturally sensitive environment for all ethnicities represented in the patient population.

MAIN RESPONSIBILITIES & DUTIES:

- 1) Collaborates with Site Administrator in:
 - a. Maintaining patient flow in clinic to a level that supports agency productivity standards and goals
 - b. Communicating with appropriate personnel as necessary, to review, revise and evaluate inner-clinic processes to promote efficiency
 - c. Provide in-service training to provider and nursing staff as needed regarding procedures, forms, etc.
 - d. Scheduling and facilitating monthly staff meetings at which all clinic staff will be present
 - e. Maintaining accurate records for all meetings (including sign-in sheet) and storing in a place accessible to all staff
 - f. Maintaining record of in-services, and special training
 - g. Planning and implementing emergency code and fire drills per agency protocols
- 2) Maintains and supervises nursing staff that support the provider staff and develops the nursing personnel staff schedule
 - a. Interviewing, hiring and orienting newly hired nursing staff. Five to ten working days of orientation will be provided. Orientation will include those items on the Nursing Orientation Checklists
 - b. Assists in orienting new provider staff. Orientation will include:
 - (1) Referral process
 - (2) Immunization process
 - (3) Physical orientation of clinic

- (4) Pharmacy refill procedure
- (5) Flow of patient Electronic Health Records (EHR) files
- (6) Assist with patient scheduling flows
- (7) Maintains the directory of nursing staff
- c. Evaluates nursing staff according to personnel policies
- d. Reviews and approves or disapproves requests for vacation or continuing education of nursing staff
- e. Reviews and approves nursing staff time cards
- 3) Responsible for maintaining inventory and supplies for Nursing station
 - a. Responsible for maintaining an adequate inventory of supplies and equipment
 - b. Responsible for maintaining an adequate inventory of pharmaceuticals available for patient use consistent with agency "Medication Control Protocol"
 - c. Assures that purchasing policies and procedures are followed
 - d. Responsible for the maintenance and calibration of clinical equipment per agency protocol and up-keep of all required records and logs
 - e. Responsible for accurate completion of vaccine inventories, supplies, orders and reports
 - f. Implements and enforces universal infection control per Clinical Policy and Procedures
- 4) Participates actively in all Continuous Quality Improvement (CQI) and Quality Care activities
- 5) Exhibits flexibility and willingness to perform duties and tasks as a provider support nurse
- 6) Resolves conflicts timely and professionally, seeking consensual solutions
- 7) Ability to deal with cultural differences relative to health issues
- 8) Utilizes verbal and written communication that enhances team effort and growth
- 9) Assist the Director of Clinical Services with training of newly hired Nursing Supervisor
- 10) Resumes duties of vacant Nursing Supervisor positions with Ampla Health
- 11) Demonstrates clear knowledge of clinic structure, standards, procedures, and protocols
- 12) Interprets PPD skin test results and documents in EHR
- 13) Performs other duties as assigned by supervisor

QUALITIES & CHARACTERISTICS

- 1) Maintains a professional relationship and positive attitude with co-workers, the public, patients and all Ampla Health's staff, Board of Directors and vendors
- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions
- 3) Strives to learn more and is receptive to new challenges and opportunities
- 4) Displays enthusiasm toward the work and the mission of Ampla Health
- 5) Treats all clients, staff and the community with respect and courtesy

PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Valid California LVN License issued by the Board of Vocational Nurses required
- 2) Current CPR certification required
- 3) Effective communication skills. Adept at dealing with people in person or in telephone contacts
- 4) Neatness and accuracy in performing tasks
- 5) Ability to use discretion in situations dealing with confidential patient information
- 6) Effective time management skills
- 7) Familiarity with primary care outpatient clinic procedures (desirable)
- 8) One year acute care experience (desirable)
- 9) One year experience desired in a supervisory role
- 10) Demonstrate clear knowledge of Ampla Health's clinic structure, standards, procedures and protocols

COMMUNICATIONS SKILLS

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients courteously and calmly
- 3) Ability to communicate well with the public
- 4) Utilizes effective verbal and written communication skills

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Works well with patients in a generally comfortable office environment. Employees must possess the following physical requirements:

- 1) Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels)
- 2) Able to work on feet the majority of the day without tiring
- 3) Must be able to hear and communicate with clients and staff on the telephone and those who are served in person, and speak clearly in order to communicate information to clients and staff
- 4) Must have manual dexterity adequate to read increments on tuberculin syringe accurately
- 5) Must have high manual dexterity and tactile sensation on fingertips
- 6) Routinely exposed to blood borne pathogens
- 7) May be subjected to verbally and/or physically abusive patients
- 8) Must have vision which is adequate to read memos, computer screens, registration forms and other clinic documents
- 9) Must be able to reach above shoulder level to work. Must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn
- 10) May be exposed to contagious/infectious diseases

EMPLOYEE NAME(PRINT)

EMPLOYEE SIGNATURE

DATE

