

ASSISTANT HEAD NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing service work of a moderately complex nature which involves a responsibility for the general health of all patients covered by a nursing station on a specific shift within the scope of nursing responsibility. General supervision is received from a Head Nurse or Supervising Nurse. Supervision is exercised over Registered Nurses and related ancillary personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs staff nurses and ancillary personnel in patient care, unit policies and procedures and participates in health care teaching in conjunction with other professionals concerning medication, dietary needs, treatment regimen, etc.;

Participates in assessing patients physical and emotional status and reports same to physicians, social workers, other nurses and appropriate members of the health team;

Interacts with patients on a one-to-one basis performing medical treatments and administering medication;

Maintains nursing station records during shift and records, reports and interprets clients responses;

Orients new staff and assists with in-service training;

Participates in formulating nursing care plans and updating same on a daily basis;

Interprets philosophy and objectives of agency and nursing department to clients, families and other groups.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of nursing theory and techniques and skill in their application; working knowledge of supervisory principles and techniques; working knowledge of hospital or appropriate institutional organization, practices and procedures; working knowledge of training techniques; ability to establish and maintain cooperative relations.

MINIMUM QUALIFICATIONS: Possession of a license issued by the State of New York to practice as a Registered Professional Nurse, and two (2) years of professional nursing experience in a hospital or medical institution.

NOTE: A Bachelor's degree in Nursing may be substituted for one (1) year of the required experience.

SPECIAL REQUIREMENT: License issued by the State of New York to practice as a Registered Professional Nurse must be maintained throughout the course of employment in this title.