JOB DESCRIPTION

NURSE MANAGER

FACILITY:

I. POSITION TITLE:
Nurse Manager

II. SUPERVISED BY:
Director of Nursing (DON) and Regional Nurse Manager (RNM)

III. MINIMUM QUALIFICATIONS:
Licensed as an RN in the State of Georgia. Two years of previous nursing management with supervisory experience in a health organization and/or clinical setting. Current BCLS certification; American Heart or American Red Cross HealthCare provider only. Security clearance by the Georgia Department of Correction

IV. DESIRABLE QUALIFICATIONS:
Four years of previous RN management with supervisory experience in a health organization and/or clinical setting. MSN or equivalent (MBA/MPA). BSN or an ADN with a Bachelors’ degree in Administration or related field. Two years’ experience in a correctional setting

V. GENERAL RESPONSIBILITIES:
Under general direction of the Regional Manager and Regional Nurse Manager, directs/supervises both nursing services and administrative functions serving as the health authority at the prison; plans and directs activities to provide optimal care. Directs assignments and activities of professional nursing personnel and ancillary staff and assists in performance evaluations. Directs procurement of supplies and equipment. Evaluates patient care, unit conditions, and equipment in use. Monitors CQI programs as they relate to patient care.

VI. DUTIES:
Utilizes established departmental policies and procedures in making decisions; uses sound independent judgment in meeting responsibilities and performing duties of the position.
Assists in the supervision of inmate orderly workers, noting activities, following directives, and reporting on/off duty and quality of work

Identifies existing and potential problems and takes effective action.

Develops and maintains an awareness of needed improvements in patient care, procedures, equipment and supplies, and makes recommendations to supervisors.

Promotes quality assurance standards by participating in the CQI chart audits

Reviews 10 records per month from Nursing Sick Call for all newly hired Nursing staff, tapering to quarterly. Records the reviews on the Health Service Review Log. Review feedback with appropriate nursing staff and have them date/sign Review Log.

Participates in the CQI Committee. Suggests areas to be studied by the committee. Follows the on-track guide and randomly audits the nine functional areas as needed. Reports findings to the CQI Committee.

In conjunction with the RM and RNM, maintains audit readiness for all audits. Assists as needed in preparing for the facility visits. Monitors all audit systems/function logs and ensures compliance with GCHC/GDC SOPs.

Completes Corrective Action Planning and any required follow up training/studies as needed.

Reports directly to the RM and RNM a minimum of weekly, and prepares reports as requested. Discusses clinical issues with the Medical Director weekly.

If the facility has a MH Program, meets with MH Director at a minimum of weekly to address MH nursing issues and maintain open lines of communications.

Reports to the Regional Nurse Manager on regular basis in order to address issues of system functionality, staffing, corrective actions, mission changes, changes in procedural practices, policy issues, nursing issues and employee disciplinary actions

Functions as a role model for nursing staff by being tactful and diplomatic at all times; Mentors and provides leadership for nursing staff.

Assists in developing, revising, interpreting, and ensuring compliance with the policies, procedures, goals, and philosophy of GCHC

Ensures the proper flow of relevant information (policies, procedures, operational issues, personnel matters, clinical concerns, in-services, unresolved problems, etc.) to supervisor and supervised personnel.

Ensures adequate staff coverage at all times for assigned institution(s) to include LPN/CNA/CMA supervision. Develops and posts schedule at a minimum of 15 days prior to the first of the month. Submits copy of facility schedule to RNM

Revised 4/2019
Establishes work schedules; assigns and posts daily duties for nursing staff

Provides Administrative supervision/support by being available to the staff 24 hrs/day; 7 days per week by pager or cell phone. Returns to the facility to assist with duties or emergencies as needed

Recruits, interviews, and hires new nursing employees to fill staff vacancies. Recommends salaries subject to approval by GCHC. Follows all GCHC hiring guidelines

Supervises and evaluates work performance of nursing staff in accordance with GCHC policy and procedures. Provides guidance as needed.

Completes a written annual evaluation on all supervised employees. Completes six-month probationary evaluation on new employees

Counsels, disciplines, suspend and/or terminate employees who violate policies established by GCHC or the Department of Corrections.

Supervises a variety of personnel actions to include, but not limited to, hiring, merit recommendations, promotions, transfers, vacation schedules, sick leave and dismissals

Validates all nursing licenses with the Board of Nursing Website (www.sos.state.ga.us/plb/rn/) to ensure there has been no action taken against the license and all licensed nursing staff have current license twice per year (March and September) for all new hires and current staff. Immediately notifies the RM/RNM of any restrictions placed on a nursing license who will in turn report to the Director of Nursing Services and HR Director for GCHC. For candidates to fill nursing positions with restricted licensure, must obtain approval of the RM/RNM and Director of Nursing Services. No candidate with restrictions can be hired without approval

Monitors and reports use of overtime, agency and PRN staff.

Completes payroll duties and submits accurate payroll reports as required

When applicable, assists in recruiting contracted professional providers (physicians, dentists, psychologists, etc.).

Conducts monthly nursing staff meetings and maintains the meeting minutes

Works shifts as needed during periods of short staffing. Performs within the normal limits of State Practice Act, Code of Ethics for Nurses policies and procedures, GCHC facility policies / procedures, and standard

Ensures referral process to appropriate providers is in place and functions as required by policy.
Consults and communicates as necessary, any patient information with nurses, physicians, clinical associates, correctional officers, non-clinical staff, supervisors and department heads etc. Reports inmates with special or extraordinary medical problems to the HSA or designee.

Implements individual treatment program in the health care unit and, as necessary, in the housing units as ordered by the physician, clinical associate or appropriate.

Intervenes with proper technique, procedures and safety precautions to meet the individual needs of patients.

Implements proper techniques/procedures in accordance with GDC/GCHC approved nursing procedure manual/designated protocols and available resources.

Ensures that physician's orders are implemented.

Ensures nursing staff administers medication according to proper techniques/procedures (including IV therapy and all other approved routes of administration) using the formulary and documenting administration of medication on the MAR in accordance with GDC/GCHC SOP at time of administration.

Ensures nursing staff document all patient encounters, utilizing problem oriented medical records system SOAP format as required by GDC policy.

Prepares regularly scheduled reports and special reports as directed.

Ensures nursing staff maintain compliance with all mandated logs/checks for medication, syringe, tools and controlled medication. Report discrepancies to facility Administration, RNM, Regional Pharmacist and GCHC Pharmacy Director.

Ensures nursing staff properly disposes of all needles/syringes in accordance with Infection Control policies/procedures and GDC security requirements. Ensures staff use safety devices as mandated and are available.

Ensures infirmary care is in documented as required and GDC policies are followed.

Supervises and coordinates all Mental Health nursing activities with the MH/MR manager.

Ensures MHM Mental Health Director is involved with all MHM nurse staffing issues to include interviews.

Monitors the urgent/emergent log on all scheduled work days; ensures all appropriate patients returning from outside services (ER, Hospital, Infirmaries, etc.) are referred and seen by the ALP as required by GDC/GCHC policies.

Conducts quarterly emergency drills and Annual Disaster drills as required by SOP.

Revised 4/2019
Reviews status of inmates with serious health problems, ensuring all necessary intervention/treatment is completed.

Ensures the provision of good quality patient care services in accordance with established standards of basic health care and SOPs. Ensures compliance with nursing procedures in accordance with GDC/GCHC approved nursing procedures manual and protocols.

Monitors and evaluates physical safety requirements of both patients and staff to ensure a safe working environment.

Assists the Medical Director in monitoring inpatient hospitalizations; reports and follows along with UM.

Works closely with Utilization Management staff regarding patients in outside hospitals/agencies (when appropriate) to ensure a close working relationship between them, the correctional staff and GCHC.

Identifies existing/potential problems and takes effective action. Develops/maintains an awareness of needed improvements in patient care, procedures, equipment/supplies, and makes recommendations to the RM.

Must maintain current CPR and be proficient in recognizing the need to implement/use of the AED (defibrillator). Must ensure all licensed staff maintains current CPR and hard copy of card is in the staff development manual.

Orients all new nursing personnel in accordance with SOP to include all documentation of required training.

Coordinates/schedules all nursing training activities. Maintains training records on all staff in accordance with GCHC/GDC SOPs. Ensures all licensed nursing staff maintains BCLS certification.

Requests training to meet identified needs through in-service attendance and other formal/informal means. Meets required number of training hours per SOP. Maintains CEU as mandated by Georgia State Licensing Board.

Attends all meetings, in-services and training activities.

Communicates to Regional Manager and Clinical Program Coordinator immediately any nursing restrictions identified or reported by staff during employment.

Reports any inmate death to the Regional Manager and Regional Nurse Manager.

Reports all staff safety issues or staff assaults to the Regional Manager and Regional Nurse Manager as soon as possible.

Revised 4/2019
Reports daily operational issues to RM and RNM if not resolved. Facility Specific
Facility specific job duties should be added on a separate page and attached.
Reviews Augusta University employee Performance Appraisals and documents with signature and date.
Completes the Nursing Skills Checklist yearly.
Provides AED Training twice yearly.
Confirms Nursing Licensure twice yearly.
Completes job specific training as noted on the GCHC Training Grid document.
Other duties as assigned

VII. PHYSICAL EFFORT

Must be able to lift 50 lbs. Normal sitting, pulling/pushing, kneeling, stooping, bending, reaching, talking, and hearing. Standing and sitting for long periods of time. Must be able to quickly respond to medical emergencies within four (4) minutes (ACA requirement.)

VIII. INTERPERSONAL RELATIONSHIPS:

Interrelates and works effectively with patients/offenders, medical and nursing staff, security staff, counseling, social worker, chaplaincy, administrative staff and support staff, i.e. pharmacy, laboratory, ET

IX. KNOWLEDGE, ABILITIES AND SKILLS:

Excellent analytical, decision making and management skills. Experience in client and customer relations. Excellent leadership and interpersonal skills.

_________________________________________  ____________________
Employee Signature                           Date

Annual Review Signatures & Dates:

Revised 4/2019