



Career Service Authority

Nursing Administrator

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GENERAL STATEMENT OF CLASS DUTIES

Responsible for the coordination and problem solving with the operations of all hospital services and community health services on a shift basis for the Department of Health and Hospitals.

DISTINGUISHING CHARACTERISTICS

The Nursing Administrator is distinguished from the Correctional Institution Head Nurse which performs twenty-four hour supervisory functions over professional nursing and support staff at the medical facilities at the Denver Pre-Arrestment Detention facility or Denver County Jail. This class is also distinguished from the Nursing Clinical Coordinator which performs supervisory functions over professional nursing and support staff in an inpatient unit, specialty clinic, or treatment program in various patient care settings. In addition, the Nursing Administrator is distinguished from the Nursing Program Manager which manages the operation of a clinical program, federal grant program or other program that involves responsibility for financial accountability, personnel activities, and nursing skills to provide direct patient care, analysis, and treatment.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Acts as a resource for all departments regarding problem solving, conflict resolution and policy interpretation to ensure smooth operation of all services on a shift basis.

Formulates courses of action to effect accomplishment of objectives for the work.

Analyzes and identifies operational and staffing needs and delegates action and authority to subordinate supervisors to ensure safe and quality patient care.

Responsible for the bed control functions.

Assists in the formulation of tactical approaches for meeting operational crises and problems, adapting existing functions to new situations, and dealing with conflict.

Assists in maintaining a comprehensive quality improvement program to ensure that programs and services meet accrediting standards for the Joint Commission on Accreditation of Health Organizations and other accrediting agencies.

Oversees patient care needs and suggests solutions to patient care crisis problems.

Develops and conducts nursing in service programs for staff.

Resolves immediate disciplinary problems, initiates necessary action and in conjunction with appropriate supervisor or manager, initiates final resolution.

Acts as a liaison with the media in response to patient care inquiries.

Assists in the development, recommendation and coordination of new procedures for the functions within the Department of Health and Hospitals.

Gives necessary instruction in the performance of special health procedures or in the utilization and maintenance of new equipment.

Participates in various hospital and community functions, speaking on various topics related to nursing.

Enhances professional growth and development through participation in educational programs, reviewing current literature, attending in service meetings, workshops and performs research.

Performs other duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Technical Competence – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting) and maintains credibility with others on technical matters.

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Team Building – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Managing Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and manages workforce diversity.

Planning and Evaluating – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats or opportunities.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: Maintaining body equilibrium to prevent falling over
Climbing: Ascending or descending objects usually with hands/feet
Crawling: Moving about on hands and knees or hands and feet
Crouching: Bending body downward and forward by bending legs
Reaching: Extending the hand(s) and arm(s) in any direction
Sitting: Remaining in the normal seated position
Standing: Remaining on one's feet in an upright position
Stooping: Bending the body by bending the spine at the
Lifting: Raising or lowering an object up to 10 pounds.

Working Environment:

Wet: frequent contact with water or other liquid.
Exposed to explosive chemicals, gases and low level radiation
Exposed to hazardous anesthetic agents, body fluids and wastes
Exposed to hazards of steam and heat
Exposed to heat, wetness, odors in kitchen and/or patient areas
Exposed to hot or noisy equipment
Exposed to infection from disease-bearing specimens
Exposed to unpleasant elements (accidents, injuries and illness)
Exposed to varying degrees of kitchen elements
May perform emergency care
Subject to varying and unpredictable situations

Education Requirement:

Bachelor degree in Nursing from a Colorado State Board approved school of Nursing.

Experience Requirement:

Three years of professional nursing experience which includes two years of supervisory experience.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Possession of the current CPR certification by the end of the probationary period. Possession of a Colorado Registered Nurse license,

OR

Possession of a permit at the time of appointment with permit to be used only until a decision on licensure is made.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/95

ESTABLISHED BY: Jean Canfield

REVISED DATE: 12/6/09

REVISED BY: Hameed Pousti

CLASS HISTORY
09/95 — The class was originally created.
12/6/09 — The spec was updated, Competencies were added and placed in to new format.