

NURSING MANAGER

NATURE AND VARIETY OF WORK

This is management level professional and administrative community health and nursing work performed to promote health awareness, disease prevention, and the general wellness of the public. The position incumbent functions as the Chief Nurse within the Health Department and is responsible for the overall management and administration of comprehensive nursing policies, activities and programs. The incumbent is responsible for the maintenance of nursing care standards and for assuring that departmental nurses and their program activities are in compliance with requirements of the Maryland Nurse Practice Act. The incumbent experiences frequent contacts with Federal, State, and local nursing, medical, and social service personnel in order to provide comprehensive health and nursing care programs and services to the public.

Work requires the use of extensive independent judgment and action and is performed under the general supervision of the County Health Officer in accordance with applicable laws, policies, and regulations. Work is evaluated through conferences and reports and the ability to achieve departmental goals.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercise the full range of management and supervisory duties and responsibilities over subordinate staff as defined in the Personnel Law Section 16-102a (59).

Provides consultation and policy guidance to the County Health Officer, program directors and staff on the nursing policy, practice and other program activities.

As a member of the County Health Officer's senior staff, works closely with program directors on departmental strategic planning, coordination, and evaluation of health services delivery systems design and modification.

Develops agency policies related to nursing practice.

Represents the Health Department on committees and Task Forces and at County functions.

Works with other County agencies (DSS, Police, Commission for Families and others) to plan for health services for the homeless, services to children under State Personnel Law 99-457, safety of staff in the community, etc.

4485 - Nursing Manager

Maintains nursing standards by insuring that all RN's and LPN's are properly credentialed; answers questions about licensure, and communicates with the Board of Nursing about nursing practice issues and questions.

Provides guidance and direction to program directors about pertinent nursing and health care issues, nursing salaries, equipment needs, appropriate staffing patterns, and availability of qualified nurses.

Provides guidance to all nursing personnel on career development issues; keeps staff informed about Baccalaureate and Masters' programs; coordinates and approves tuition reimbursement for nurses.

Works with colleges and universities to plan for, resolve problems concerning, and monitor nursing students throughout the agency.

Plans for recruitment and retention of nursing staff by attending job fairs, career days, analyzing vacancy patterns, and developing recruitment materials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of theories and principles and practices of nursing, community health nursing, public health, administration, community organization and community health planning.

Extensive knowledge of current developments in nursing and public health.

Extensive knowledge of theories and principles of adult education.

Extensive knowledge of relevant personnel principles and practices.

Extensive knowledge of available community resources.

Extensive knowledge of the legislative and political process.

Ability to plan and evaluate a community health program.

Ability to develop, analyze and review methods and systems for health services delivery, including nursing.

Ability to manage, supervise, and coordinate the overall work activities of a diverse staff comprised of professional, para-professional, and support personnel associated with a comprehensive departmental program.

4485 - Nursing Manager

Ability to evaluate the impact of program services upon the community.

Ability to identify public health and nursing needs in the community.

Ability to function effectively as an interdisciplinary management team leader or member.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with associates, representative from other agencies and the community.

MINIMUM QUALIFICATIONS

Master's Degree in Nursing or related field and seven (7) years of full-time equivalent post-licensure progressively responsible nursing experience, five years of which must have been in administration or supervision, at least four (4) of which must have been in Community Health Nursing or an equivalent combination of education and experience.

CONDITIONS OF EMPLOYMENT

Possession of a current license to practice as a Registered Nurse in the state of Maryland issued by the Maryland State Board of Nursing.

Possession of a motor vehicle operator's license valid in the State of Maryland when required for job-related duties.

Current cardiopulmonary resuscitation (CPR) certification.

NEW: CB-93-1993