

Jurisdictional Class: Competitive
Adopted: November 6, 1978
Revised: May 19, 2010

HEAD NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work involving responsibility for maintaining high standards of professional nursing services in the management of a clinical unit. The work is performed under general supervision with latitude for instructing, planning, and making assignments to subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;
Collaborates with medical staff in care and treatment of patients;
Provides for accurately descriptive records of the medical treatment and nursing care of patients;
Checks physician's orders, medication cards, and charts to insure prompt and accurate execution of orders;
Instructs and assists the nursing staff and auxiliary nursing personnel on nursing problems, ward management, and related activities;
Coordinates the services rendered by other departments in the interest of effective management and patient welfare;
Supervises the activities of professional subordinates in the bedside care of patients and the administration of medications and treatments on a ward or unit;
Orients new personnel and oversees participation in related staff development and in-service training programs;
Performs a variety of personnel and ward management activities;
Assists in the formulation and execution of policies and procedures;
Acts for the Director of Nursing in his/her absence or as directed;
Performs pre-admission screenings of all applicants for imminent admission;
Completes required Medicare assessment and addendum for reimbursement purposes;
Completes Patient Review Instrument for Utilization Review and Reimbursement as necessary;
Monitors sick and overtime use and administers discipline as indicated.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application;
Working knowledge of ward management, clinical unit management, and supply distribution practices;
Ability to supervise the administration of therapeutic measures prescribed;
Ability to secure the cooperation of others;
Ability to understand and carry out technical oral and written instructions;
Good observation;
Sound judgment.

Head Nurse

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing; or
- (b) Graduation from an approved three (3) year school of professional nursing and one (1) year of experience in professional nursing activities; or
- (c) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Nursing and two (2) years of experience in professional nursing activities; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment.

Agreed to by Municipal Service Division and Health Department, Division of Hospital Affairs, July 1971.
Based on New York State Hospital Code.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.