NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Nurse Supervisor 1	CODE: 65515 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general direction from higher level supervisor, supervises medical ward or unit including other professional nurses; provides direct professional nursing care to patients; performs variety of administrative tasks;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	14-34	Supervises registered nurses & licensed practical nurses; schedules, assigns & reviews work; evaluates performance; orients new personnel; participates in staff development & education.	Knowledge of (1) nursing practices & procedures, (2) supervision, (3) counseling; skill in (4) providing professional nursing care to physically ill & injured; ability to (5) understand technical & scientific field of study, (6) demonstrate general physical fitness, (7) establish friendly atmosphere as supervisor of work unit.
2	26-46	Provides professional nursing care for patients, residents, students &/or staff; conducts sick call; makes rounds in hospital; administraters medications; takes & records temperatures & vital signs; changes sterile dressings; prepares patients for variety of surgical & medical procedures.	Knowledge of 1; skill in 4; ability to 5, 6.
3	11-21	Supervises lower level medical personnel & assists professional medical personnel with variety of special clinics; gives allergy & other injections, immunizations & tuberculin skin tests; assists with physical & variety of medical & surgical procedures.	Knowledge of 1; skill in 4; ability to 5, 6.

(865)

123-1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Works shifts, weekends & holidays.	1 course in counseling (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); 3 courses in supervision (or 3 mos. exp.); or equivalent. Requires current licensure as registered professional nurse in State of Ohio.	

NEW AUG 0 [illegible]

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FUNCTION:

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	3-13	Provides emergency care in outpatient clinic; administers emergency first aid to accident victims; responds to emergency calls; treats burns & cuts; sutures wounds; gives mouth-to-mouth resuscitation.	Knowledge of 1, (8) first aid; skill in 4; ability to 5, 6, (9) recognize symptoms & take appropriate emergency action.
5	6-26	Performs related clerical & administrative duties; sets up & files medical records; compiles reports; orders supplies & equipment; serves as liaison with insurance companies.	Knowledge of 1, (10) public relations; ability to (11) gather, collate & classify information; (12) calculate fractions, decimals & percentages.

*Developed after employment

(866)

123:1-7-17

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT: