NEW AUG

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Nurse Supervisor 3

CODE: 65517C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ.

FUNCTION: Under administrative direction from clinical director or other administrative superior, directs all medical & surgical nursing functions in small clinic or hospital; supervises RNs & LPNs on all shifts; performs administrative functions & some direct professional nursing care;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	29-49	Directs & supervises work of RNs & LPNs on all shifts; plans, assigns, reviews & evaluates work; develops training programs, trains & orients employees; recruits, interviews & places applicants; handles disciplinary problems.	Knowledge of (1) nursing practices & procedures, (2) supervision, (3) management, (4) employee training & development, (5) labor relations, (6) counseling, (7) interviewing; skill in (8) providing professional nursing care to physically ill & injured; ability to (9) demonstrate general physical fitness, (10) establish friendly atmosphere as manager of division or large section, (11) understand technical & scientific field of study.
2 (868)	25-45	Plans & directs nursing services; reviews program & implements improvements; prepares & monitors budget; purchases supplies & equipment; directs public relations activities, directs record keeping & reporting procedures.	Knowledge of 1, 2, 3; ability to 10, (12) calculate fractions, decimals & percentages, (13) define problems, collect data, establish facts & draw valid conclusions.
3	15-35	Provides direct professional nursing care; supervises clinics; assists physicians with medical & surgical procedures; provides emergency care & first aid as needed.	Knowledge of 1, 2, 3; skill in 8; ability to 9, 10, 11.

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May work shifts, weekends & holidays.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 1 course in counseling/interviewing (or 1 mo. exp.); 1 course in labor relations (or 1 mo. exp.); 3 courses in employee training & development (or 3 mos. exp.); 6 courses in management (or 6 mos. exp.); 10 courses in supervision (or 12 mos. exp.); or equivalent. Requires current licensure as registered professional nurse in State of Ohio.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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