

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Nurse Supervisor

Definition

Supervises nursing personnel in the management of health care delivery; functions as associate administrator in a health-care-oriented facility; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Directs nursing personnel in the provision of client care; maintains professional nursing standards and accomplishes nursing service program objectives; promotes standards of nursing.

Monitors accrediting, surveying, and regulatory criteria to maintain compliance; ensures compliance with regulatory requirements.

Integrates standards of nursing care to ensure optimal level of care to clients and to meet nursing service objectives; establishes and maintains guidelines for staffing to ensure optimal nursing care within assigned areas.

Provides consultation regarding client issues and standards of client care to nursing personnel and interdisciplinary team; participates in interdisciplinary meetings to coordinate nursing services with other health disciplines and to accomplish the mission of the health care agency.

Recommends and initiates long-range planning strategies for improvement of health care delivery services; recommends cost-effective use of resources; participates in the development, implementation, and revision of policies and procedures.

Promotes research utilization by assigned staff and encourages independent or collaborative research efforts by staff.

Collaborates with nursing administration to establish departmental goals and objectives and participate in planning and implementing strategies to ensure continuous quality improvement.

Identifies educational needs and ensures provision of staff development programs.

Participates in continuing education to maintain credentials and increase expertise and knowledge in professional clinical nursing and administration.

Competencies Required

Knowledge:

- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Medicine and Dentistry – Information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language – The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Abilities:

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Service Orientation – Actively looking for ways to help people.
- Speaking – Talking to others to convey information effectively.
- Coordination – Adjusting actions in relation to others' actions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a bachelor's degree in nursing and experience equal to one year of full-time professional clinical work in a correctional environment or in any combination of nursing specialty areas including epidemiology, geriatrics, maternal and child health, nursing education, pediatrics, public health, mental health or psychiatrics, or intellectual disability.
- 2) Graduation from an accredited college or university with a master's degree in nursing.
- 3) All of the following (a and b):
 - a. One year of full-time professional clinical work experience in either a correctional environment or in any combination of nursing specialty areas including epidemiology, geriatrics, maternal and child health, nursing education, pediatrics, public health, mental health or psychiatrics, or intellectual disability; and
 - b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university course work in nursing equals one year of full-time experience.

Notes

All positions in this class require licensure as a Registered Nurse in the State of Iowa by the Iowa Board of Nursing, or licensure as a Registered Nurse in accordance with the Nurse Licensure Compact Administrator's Agreement of the National Council of State Boards of Nursing.

More information about the Nurse Licensure Compact Administrators agreement of the National Council of State Boards of Nursing is available at [Nurse Licensure Compact](#).

Effective date: 02/22 SA