

# Part-Time House Supervisor (RN)

Job Status

Open - open and accepting applications

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## Compensation

\$38.10/hr.

TEMPORARY additional pay of \$8.50/hr. for each hour worked.

*\* Salary can vary depending upon education, experience, or qualifications.*

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## Position Summary and Responsibilities

### Position Summary:

The House Supervisor Registered Nurse (HSRN) is responsible for oversight of three large programs at Larned State Hospital, the Sexual Predator Treatment Program, State Security Program, and Psychiatric Services Program, overseeing patient/resident care issues, staff, management, assessing the acuity coverage each shift, and coordination of Nursing service activities for the scheduled working shift in accordance with established philosophy, objectives, and policies of the hospital to ensure safe, efficient, and therapeutic patient/resident care, overseeing programs/units within Larned State Hospital (LSH), ensuring that staffing levels for assigned area fits with the needs of the hospital at any given time, provide clinical support to the Nursing team, and required to determine which issues need to be expedited to the Assistant Director of Nursing (ADON) and Chief Nursing Officer. This position will be available to oversee and provide guidance during critical issues, answering questions and advising. The HSRN will address and resolve incidents and instruct staff members on various Nurse practices, policies, protocols, and service delivery. This person must have excellent attention to detail and strong leadership skills, involvement, and commitment to performance improvement activities, and support the hospital in the pursuit of its mission. The HSRN will assist with management of infectious disease as needed. Instructions and guidelines are given by formal and informal coaching and mentoring. The HSRN will be on-site and will engage in Management by Walking

Around (MBWA), visiting units on a daily basis to provide direct oversight and management. The goals of this position are to ensure the delivery of mental and physical health care and is on based on evidence based practice, is in accordance with the disciplines standards and with the laws of the State of Kansas, and is compliance with regulatory agencies (TJC, CMS, KDHE, KBSN) guidelines and to assume a leadership role in advancing the organization. This position is responsible for assisting in disciplinary actions which may require the approval of the Chief Nursing Officer. Instructions and guidelines are given by formal and informal coaching and mentoring. Employee is allowed considerable amount of independent judgment.

**Job Responsibilities may include but are not limited to the following:**

**Provides Oversight and Management:**

- Prompt notification of Chief Nursing Officer and Human Resources regarding performance issues related to professional standards
- Provides consistent enforcement of standards, policies, and procedures
- Monitors and spot checks nursing standards of patient care and standards of nursing practice
- Coordinates the Nursing service functions of participation with Nursing Leadership.
- Set and communicate expectations regarding performance, behavior, attitude and conduct that are measurable, understandable timely, verifiable and reasonable through the use of tools such as the position description and performance review
- Confront poor performance or behavior and address the issues in a prompt manner on-site and refers issue to proper Unit Leader/ADON for follow-up.
- professional ethics are maintained on unit including patient/resident/staff boundaries and staff free of substance (drug/alcohol) influences
- Provides timely and appropriate follow-up with employees
- Establishes and evaluates core competencies. Oversee and ensure the health, safety and well-being of patients/residents. Be attentive to patient's/resident's health and safety needs by making rounds on units and observing.
- Be a motivator and leader for staff demonstrating tact, kindness and concern toward patients/residents and staff
- Demonstrate correct procedures in facilitating patient's/resident's goals, healthcare, and well-being
- Adapt and assist when problems and emergencies arise
- Ensure that staff meet ongoing training deadlines appropriate to their positions
- Serve as a role model for staff in positive tone, morale, and professionalism in interactions with patients/residents
- Ensure Nursing staff are fulfilling their job descriptions
- Ensure Nursing staff care and documentation meets requirements with regards to medications, treatments, and goals

- Give staff feedback on job performance in a prompt, tactful, direct and consistent way
- Be attentive and responsive to employee concerns and refer issues to appropriate personnel in the agency as needed. Demonstrate tact, kindness and concern toward patients/residents and staff
- Adhere to and relay agency policy and procedures and other information in a positive, supportive and professional manner
- Ensures that sufficient Nursing staff is available to meet the needs of the patients/residents
- Adjust suggesting staffing levels according to Nursing policy
- Reviews staff available for current shift and next shift, anticipates needs. Revises staffing as changes occur
- Make rounds on each covering unit multiple times through shift
- Take call-ins when working
- Acuity calls to each unit and the call center
- Monitors and oversees completion of Unit/Department Orientation (LSH-477) for new and/or transferred employee
- Monitors overtime use to avoid unnecessary resource allocation

#### **Provides Administrative Leadership:**

- Collaborates with Program Director and Director of Nursing in the administration of services within LSH
- Serves as resource person to Nursing personnel after business hours.
- Responsible for knowledge of and compliance with all applicable standards and laws
- Maintains accountability for compliance with accrediting and regulatory agency guidelines related to documentation in the medical record and LSH documentation
- Participates in hiring process and maintains adequate number of qualified and competent staff consistent with program needs
- Plans and achieves effective orientation of new employees as needed.
- Acquires and maintains current knowledge in Nursing practice
- Encourages ongoing professional development of others
- Collaborates with other Nursing leaders to update professional policies and procedures
- Collaborates with all members of the treatment team/programs and administration to assure maintenance of professional standards within all aspects of hospital functioning
- Communicates significant issues to Nursing staff, Nurse Leaders, Program Director and Director of Nursing through the telephone, face to face, and/or in writing, as appropriate
- Responds promptly and effectively, notifying the appropriate authorities and administration
- Assists Nursing units in independently seeking solutions to concerns
- Promotes harmony and team work by assisting with conflict resolution

- Use tact, sensitivity and sound judgment when related with patients, residents, families, and Nursing staff
- Displays a professional attitude, including a professional appearance
- Demonstrates a strong ability to identify, analyze and solve problems. Understand and considers the ramification decision may have on other departments

### **Provide Clinical Leadership:**

- Directs and maintains clinical processes so to achieve optimal effectiveness in meeting treatment goals
- Participates/encourages/supports staff leading groups and other advanced therapies
- Ensures all Nursing staff focus on treatment plan implementation
- Assesses Nursing staff for educational needs or gaps in training.
- Works with staff training to plan and implement training
- Teaches health care practices to Nursing staff and patients
- Monitors patient care through rounding on units
- Conducts clinical rounds and discusses observations with appropriate staff
- Intervenes to prevent injury to patients or others per de-escalation techniques, using CPI approved procedures.
- Obtain/maintain current cardiopulmonary resuscitation for healthcare providers
- Monitors critical clinical issues and takes action to ensure follow-up and follow-through
- Ensure compliance with KDHE standards

### **Communication of Leadership:**

- Set direction, boundaries and build alignment with a sense of commitment by developing a shared picture of the future
  - Model the behavior expected of others
  - Demonstrate support for decisions regarding the agency's strategic direction
  - Facilitate the flow of information among nursing employees regarding issues outside of business hours.
  - Ensure Nursing employees know and understand the hospital's mission, vision and value; relevant policy changes and what is different, if anything, from what has been in place, for employees to exert their efforts and emphasis for any expected change
  - Maintain current knowledge regarding patient's/resident's status
  - Assist with direct patient/resident care as needed
  - Appropriately assess patient/resident and assist with determination of interventions
  - Respond to all Medical Emergency Responses
  - Other duties as assigned
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# Qualifications

## Licensing and Certification:

- Licensed as a Registered Nurse (RN) in the state of Kansas

## Minimum Qualifications:

- State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration, or certification)
- Licensed as a Registered Nurse (RN) in the state of Kansas
- Must attain CPR within XX days of hire and maintain throughout employment.
- Current in CPI within XX days of hire and maintain throughout employment.
- At the time of the appointment the selected employee must possess a Kansas license/temporary permit, or be given authority to practice as a Registered Nurse by the Kansas State Board of Nursing
- Requires an approved drug test approved by the Kansas Department of Administration unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties
- Demonstrated high level of Nursing skill and leadership ability

## Preferred Qualifications:

- Bachelors of Science in Nursing Degree (BSN) or higher required or academic plan to accomplish within 24 months of employment, and
- 2 years' experience as a Registered Nurse, and
- 1-year experience working as a Nurse supervisor

**Post-Offer, Pre-employment Requirements:** Ability to pass a KBI background and pre-employment drug test.

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## Recruiter Contact Information

- **Name:** Mitchell Smith
  - **Email:** mitchell.smith [at] ks.gov
  - **Phone:** 620.285.4383
  - **Mailing Address:** 1301 KS Hwy 264, Larned, KS 67550
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