



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 723.7

Job Title: **CHIEF NURSE, RN**

Pay Grade: 25

GENERAL SUMMARY:

Plans, performs and coordinates supervisory duties in developing and evaluating nursing activities of a health clinic.

RESPONSIBILITIES:

- Supervises the clinical flow to ensure optimal productivity and efficiency
- Plans, coordinates, implements, evaluates and directs the primary nursing activities of a health clinic.
- Supervises the performance of nursing personnel; advises and counsels nurses concerning professional growth, advanced training and education.
- Assesses staffing needs; develops and coordinates effective staffing programs for area of responsibility.
- Analyzes and evaluates nursing staff utilization and quality of care; develops, coordinates, recommends and implements changes as needed.
- Participates in the orientation, training and guidance of nursing staff, new employees and nursing students.
- Encourages and coordinates the development of improved clinical and administrative procedures/policies.
- Provides community liaison and referral services; disseminates public information. May serve on various departmental committees.
- Performs Quality Assurance, Quality Improvement, and analytical assessments to cultivate an environment of accountability, productivity, and high performance.
- Coordinates with Public Health Nursing Chief to develop and implement clinical and administrative policies and procedures.
- Verifies, reviews, and/or enters patient medical history and records on patients' diseases, operations, immunizations, assessment, treatment and other pertinent information in the electronic health record and databases.

SPECIFICATIONS:

KNOWLEDGE:

Requires graduation from an accredited school of nursing. A Bachelor of Science degree in nursing is preferred.

LICENSE / CERTIFICATION:

Must be licensed to practice as a registered nurse (RN) in the State of Texas. CPR certification is required. **RN License** and **CPR certification** must be maintained and current for continued employment.

EXPERIENCE:

Five years of experience in registered nursing with at least two years in a supervisory capacity. Two years of public health experience are preferred.

A Master of Science degree in Nursing, a license to practice as a registered nurse in the State of Texas, in addition to one year of nursing experience may be substituted for the experience requirement.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to major expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly requests personnel actions such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

- Public Health Nurse I
- Public Health Nurse II
- Public Health Nurse III
- Public Health Nurse IV
- Chief Nurse, RN
- Public Health Nursing Chief