

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: NURSING SUPERVISOR

Reports To: Designated Supervisor

UW Job Code: 3706

UW Job Family: 3A - Health/Medical Professional

SOC Code: 29-1141

FLSA: Exempt

Pay Grade: 24

Date: 5-1-96 (revised 7-1-02; 11-20-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Supervise nursing staff; assess patients' needs; provide nursing care for patients in the infirmary or other designated facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Hire, train, supervise and evaluate designated nursing staff; assign duties and coordinate nursing services.
- Participate in developing nursing protocol and procedures.
- Provide continuing education and staff development opportunities for nursing staff.
- Assess patient needs; participate in providing nursing care; ensure services are carried out and documented appropriately.
- Maintain patient health care records.
- Administer immunizations.
- Maintain supply inventory records; order supplies and equipment, as necessary.

SUPPLEMENTAL FUNCTIONS:

- Sterilize supplies and equipment; maintain treatment rooms; re-stock medical supplies.
- Maintain updated supply of patient educational materials.

COMPETENCIES:

- Analysis/Problem Identification
- Collaboration
- Developing Organizational Talent
- Individual Leadership
- Judgment
- Sensitivity

- Quality Orientation
- Attention to Detail

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Nursing**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Valid State of Wyoming registration as a Registered Nurse**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Medical nursing protocols, methods, practices, and procedures.
- Patient evaluation and triage methods, concepts and practices.
- Hiring, supervision and training theories, methods, concepts and practices.
- Performance evaluation theory, methods, concepts and practices.
- Prioritization methods and practices.
- Decision and dispute resolution concepts, methods and practices.
- Case management theory, methods and practices.
- Nursing protocol and procedures development techniques and practices.
- Writing concepts, methods and practices.
- Purchasing and inventory methods, concepts and practices.
- Applicable OSHA health, environment and safety laws, University, federal and state laws, rules and regulations.

Skills and Abilities to:

- Observe and triage patient needs, participate in patient care under medical supervision and standing orders including immunizations, intravenous (IV) procedures, and other medical procedures or tests.
- Effectively communicate with diverse populations.
- Hire, train, supervise and evaluate assigned employees.
- Manage required medical documentation and reports.
- Maintain patient records and reports.
- Work under the pressures of a high activity area.
- Make decisions and accept responsibility for work unit.
- Manage time commitments and organize priorities.
- Develop nursing protocols and procedures within health and safety standards.
- Develop continuing education and staff development opportunities.
- Sterilize supplies and equipment; maintain and restock treatment rooms.
- Move up to 50 pounds up to two-thirds of the time.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Medical clinic environment; regular exposure to biological and chemical hazards; fumes, vapors, noise and working in confined areas; standing, sitting, reaching, and using hands are regular requirements of the position.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.