



## Position Description

**INDEX NUMBER:** 125.01.4

**DATE INITIATED:** 11/10/08

**DATE REVISED:** 7/18/11

### IDENTIFICATION:

Title: House Supervisor

Department: Patient Care Services

Reports To: ACNO

**Position Status:** Hourly  Exempt  Non-Exempt

### POSITION SUMMARY

To provide oversight and optimization of patient flow and staffing and to assist in care provided for patients in all areas.

### DUTIES & RESPONSIBILITIES

1. Meets qualifications of and fulfills responsibilities of a Registered Nurse at LCCH per that position description (please refer to position description 125.01.6)
2. Rounds frequently in all patient care units to provide support and serve as resource as needed; supports patient care as needed; assures caregivers are getting meal and rest breaks appropriately and timely
3. Maintains "big picture" view of patient care across the hospital; Manages staffing for current shift and upcoming shifts, based on patient census, patient acuity, and admission, discharge, and transfer activities; Updates 3 day staffing plan accordingly
4. In collaboration with charge nurse(s), serves as administrative resource during off-hours
5. Provides "in-the-moment" leadership, coaching, and performance management to caregivers, to support optimal patient care and outcomes
6. Supports a healing environment by maintaining a quiet, clean, uncluttered environment; provides coaching to other caregivers to do the same

### QUALIFICATIONS

1. Graduate from accredited school of nursing.
2. Current registration and license to practice in the State of Washington. BSN preferred
3. Healthcare provider CPR course renewed annually.
4. TB test required on all new hires (or current documentation).
5. BLS, ACLS, NRP, TNCC, PALS certifications current or obtain as soon as able (within first 6 months).
6. Minimum 2 years experience Acute care/ER
7. Excellent critical thinking, organizational, interpersonal relationship, and verbal and written communication skills
8. Must be able to provide leadership to staff, prioritize and think clearly and quickly.

### HOSPITAL STANDARDS

1. Provides information and services that enhance others ability to acquire what they need in order to complete the task at hand. Shares information both when requested and when anticipating someone might have a need.
2. Is present and punctual for assigned work days, in compliance with the LCCH policy on attendance.
3. Collaborates willingly with others to meet goals (e.g. pitches in to help even when someone else is responsible for the job).
4. Participates openly and honestly, sharing opinions, knowledge and experience.
5. Addresses concerns of those impacted by a change or decision before taking action.
6. Complies with all LCCH policies and procedures.
7. Attends annual mandated in-services and maintains documentation of attendance.
8. Maintains and upgrades professional and technical competency in area of practice (through in-services, reading, continuing education or other methods and maintains documentation.
9. Maintains confidentiality of patient, customer and co-worker information.
10. Consistently maintains a calm and pleasant tone and appropriate demeanor with others.
11. Is attentive to others' needs, concerns and ideas. Asks questions and summarizes to confirm understanding.

12. Addresses conflicts directly and promptly, focusing on problem-solving and a positive outcome. Does not blame or complain to others.
13. Values individuals and their diversity by creating and supporting a climate for success, as evidenced in peer feedback or self-reporting.
14. Consistently demonstrates flexibility by meeting the changing needs of the customer.
15. Manages time effectively to meet deadlines and commitments.
16. Proposes ideas for solving problems, improving processes or providing new services.
17. Demonstrates fiscal stewardship in the use of hospital resources

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

**REVIEWED BY**

Carol N. Velasquez, CNO  
(Signature and title)

**ADMINISTRATIVE APPROVAL**

Dedynn Cook, Director of HR & PM  
(Signature and title)

**EMPLOYEE:**

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description and I am able to perform the job functions and meet the physical requirements without restriction(s):

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



# PHYSICAL REQUIREMENTS ANALYSIS

**Department:** Patient Care Services

**Job Title:** House Supervisor

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Mark all responses using the following codes:

- N** = Never
- O** = Occasionally, represents 1 to 33% or 1 to 2 hour of an 8-hour workday
- F** = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday
- C** = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
		X		Walking
		X		Sitting/Standing
	X			Reaching: Shoulder height
	X			Above shoulder height
	X			Below shoulder height
	X			Climbing
	X			Pulling/Pushing: 25 pounds or less
	X			25 to 50 pounds
X				Over 50 pounds
	X			Lifting: 25 pounds or less
	X			25 to 50 pounds
X				Over 50 pounds
	X			Carrying: 25 pounds or less
	X			25 to 50 pounds
X				Over 50 pounds
	X			Crawling/Kneeling
	X			Bending/Stooping/Crouching
	X			Twisting/Turning
	X			Repetitive Movement

**PHYSICAL EXPOSURE:** (mark where applicable with "X")

Unprotected heights _____	Harmful physical agents:
Lighting: Bright <u>  x  </u>	Heat/Cold _____
Dim <u>  x  </u>	Noise <u>  x  </u>
Mechanical hazards <u>  x  </u>	Ionizing/non-ionizing radiation <u>not likely</u>
Hazardous substances <u>  x  </u>	
Infectious diseases <u>  x  </u>	

**ACCEPTABLE MINIMUM PHYSICAL ABILITY:**

_____ Good	<u>  x  </u> Correctable	_____ Blind	<b>Vision</b>
<u>  x  </u> Normal	_____ Impaired	_____ Deaf	<b>Color Vision</b>
<u>  x  </u> Normal	_____ Moderate Loss	_____ Fair	<b>Hearing</b>
<u>  x  </u> Good	_____ Fair	_____ Mute	<b>Manual Dexterity</b>
<u>  x  </u> Good	_____ Fair		<b>Talking/Speech</b>