

PSYCHIATRIC NURSE SUPERVISOR

NATURE OF WORK IN THIS CLASS

This is responsible professional and supervisory work involving the nursing care of patients in a single psychiatric patient unit setting.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans and administers the nursing services of a single psychiatric patient-care unit.

Supervises the application of nursing principles and techniques required in the care and treatment of patients; utilizes the nursing process; instructs and interprets physician's orders to employees, assuring that orders are properly followed.

Prepares work schedules for employees and establishes standards of quality nursing care in cooperation with the Psychiatric Nurse Administrator.

Conducts inspections; reviews reports and provides directions regarding patient care, ward equipment and health and safety conditions.

Instructs employees in learning therapeutic interventions for dysfunctional behaviors; supervises employee-client interactions to promote a therapeutic environment.

Reviews patient treatment plans and coordinates interdisciplinary treatment team meetings; participates in meeting to share information, plan nursing interventions, and evaluate therapeutic effectiveness of treatment plans.

Conducts employee meetings on a monthly basis; plans and conducts periodic conferences with employees; participates in intra and inter-departmental meetings.

Supervises the maintenance of patient records and other administrative documents, including the preparation of required reports.

Analyzes staffing pattern needs and makes recommendations; assists in the budget process; assists in developing, maintaining, and administering departmental policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Assists in providing nursing coverage as assigned.

Recommends employee appointments to standing committees.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the professional principles, theories, and practices of professional nursing, as applied in a psychiatric setting.

Knowledge of personality development theories for evaluating behavior and patterns of patients.

Knowledge of group interactions and theories of group therapy.

Ability to learn and apply nursing techniques, operations, and equipment, particularly those applied to a psychiatric setting.

Ability to plan and administer the nursing services of a single patient-care unit or specialized program.

Ability to administer detailed therapeutic prescriptions.

Ability to interpret and explain the purposes and methods of prescribed treatments and necessity for continuing such treatments to concerned individuals.

Ability to instruct psychiatric nurses and ancillary employees in the care and treatment of patients.

Ability to work effectively with employees and the public.

MINIMUM EXPERIENCE AND TRAINING

- A. Two (2) years experience as a Psychiatric Nurse III including one (1) year of experience as a charge nurse, one semester of advanced psychiatric/mental health nursing, and graduation from a recognized college or university with a Bachelor's degree or diploma in nursing; or
- B. Three (3) years experience as a Psychiatric Nurse III, including one semester of advanced psychiatric/ mental health nursing, and graduation from a recognized college or university with an Associate's degree in nursing; or
- C. Any equivalent combination of experience and training beyond an Associate's degree in nursing which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

- A. Possession of a current license as a Registered Professional Nurse on Guam.
- B. Possession of a current Cardio Pulmonary Resuscitation certificate.

ESTABLISHED: DECEMBER 1985
 AMENDED: DECEMBER 1995

PAY GRADE: 0

HAY EVALUATION:

KNOW HOW:	E13	264
PROBLEM SOLVING:	E3 (38%)	100
<u>ACCOUNTABILITY:</u>	<u>E2C</u>	<u>115</u>
TOTAL POINTS:		479

E. Hara

 ELOY P. HARA
 Executive Director
 Civil Service Commission