

**NURSE MANAGER (2316)**  
**Task List**

1. Oversees nursing services in the Medical Services Division, including the jail clinics that are open twenty-four hours/day, such as by administering medication, pain support, and monitoring the general health of the patient, in order to provide quality medical evaluations.
2. Performs quality control activities, such as reviewing documentation in patients' medical records, in order to enhance the services provided and monitor compliance with regulatory agencies, and ensure safe practices.
3. Adheres to the United States Health Insurance Portability and Accountability Act (HIPAA) by ensuring confidentiality is maintained in all work performed.
4. Develops and revises nursing and administration policies, protocols, and procedures in order to maintain efficient, compliant, and safe practices.
5. Monitors inventory of equipment, medication/drugs, and emergency equipment in order to maintain sufficient supplies and equipment on hand for efficient medical services.
6. Assists with the preparation of budgetary items related to the nursing function and maintains fiscal compliance in order to run the unit efficiently.
7. Provides education to outside agencies on Health related issues in order to promote a healthy workforce.

**Supervision**

8. Supervises, directs, and works with subordinate nursing supervisors, nurses, and ancillary staff in order to run a safe operation.
9. Instructs subordinates in the proper performance of duties in order to maintain the current practice, comply with regulations, and provide quality care.
10. Develops work schedules and revises work schedules due to call-ins from nursing and medical staff in order to maintain efficient staffing levels for twenty-four hour clinic operations.
11. Ensures supervisory approval of time off and reviews time sheets for accuracy in order to support City Payroll practices and maintain safe staffing levels.

12. Counsels employees regarding personnel issues, such as inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to comply with department guidelines and performance standards.
13. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
14. Assists employees in preparing for promotion and provides equal employment information to employees in order to comply with EEO guidelines.