

## **NURSE MANAGER**

Nurse Managers provide nursing care while being a supervisor of people and activities within a healthcare establishment. Basic nursing care such as administering medication, taking vitals, treating wounds, and assessing patient needs are part of the job. Nurse Managers also work on operational issues and supervising the staff. They maintain organization and ensure that regulations are met. With the staff the Nurse Manager monitors the productivity, and quality of care while being a leadership resource. Graduate degrees are preferred but not necessary for this position. Required credentials include LPN and RN.

## **JOB REQUIREMENTS:**

### **Employability Skills**

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- Exhibits a customer service orientation
- Manages multiple priorities
- Maintains organization, timeliness and follow-through
- Exhibits effective time management skill
- Manages emotional and stressful situations
- Demonstrates active listening and problem solving
- Maintains accountability to stakeholders
- Exhibits team building skills
- Displays interpersonal communication skills (patients and staff)
- Displays flexibility to step in when needed
- Displays the ability to multitask
- Exhibits a customer service orientation
- Manages multiple priorities

### **Competencies**

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- Partners with medical staff on operational issues
- Utilizes Electronic Medical Record technology and equipment
- Assist in direct patient care as needed
- Interprets policies in compliance with regulations
- Directs and Supervises functions and activities
- Supervises unit staff
- Organizes, directs and manages functions within unit
- Manages operations and finances of unit (i.e. productivity, quality, budgets)
- Acts as the Clinical leadership resource to the unit
- Responsible for unit HR functions (i.e. recruiting, performance, labor management)
- Partners with medical staff on operational issues
- Utilizes Electronic Medical Record technology and equipment

### **Industry Recognized Credentials**

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- Licensed Practical Nurse (LPN)
- Registered Nurse (RN)

## Education

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- Associates Degree Required
- Bachelor's Degree Required
- Master's degree Preferred
- Doctorate preferred

## Experience

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- Entry 0-3 years
- Mid 3-4 years
- Senior 5+ years