

MEDICAL TRAVELERS, INC.

Job Description

RN Clinical House Supervisor

BCLS certification. Resuscitation level certificate as appropriate to assigned department. Five years RN experience with three years recent experience within assigned clinical area preferred.

- ✓ **Coordinates and supervises patient care employees;**
- ✓ **Directs functioning of assigned units; acts as liaison with physicians, patients, families, and staff in our Surgical unit.**
- ✓ **Responsible for daily operation activities.**
- ✓ **Assists in planning, implementing and evaluating hospital and/or unit objectives, standards and policies pertaining to activities of nursing personnel, budget, and materials/supplies.**
- ✓ **Schedules personnel and makes patient assignments.**
- ✓ **Supervises and assists staff with work assignments and ensures timeliness and quality of service.**
- ✓ **Responds to staff needs and provides appropriate problem resolution interventions.**
- ✓ **Assists with employee hiring, training and ongoing evaluation functions.**
- ✓ **Re-enforces training and assists with disciplinary actions when necessary.**
- ✓ **Functions as inter-departmental liaison.**
- ✓ **Facilitates communication and cooperation within and between hospital units and departments.**
- ✓ **Performs direct patient care as described in Staff Nurse Job Description on an as-needed basis.**

I have read and understood this form.

_____ **RN's Name**

_____ **Date**