



## POSITION DESCRIPTION

### Nurse Supervisor

Reports To: Clinical Manager

Position Status: Non-Exempt

Supervises: Staff Nurse(s)  
Dialysis Technicians II (s)  
Unit Coordinators(s)

Effective Date: 09.30.2024

Collaborates with: Managers, Clinical Directors, Medical Directors and other members of the health care team.

### **GENERAL SUMMARY**

The Nursing Supervisor assists the Clinical Manager in the daily operations of the dialysis clinic. Responsibilities include providing nursing services, scheduling patients and staff, selecting and supervising clinic staff, monitoring daily productivity, and ensuring cost-effective, standardized, high-quality dialysis care. The Nursing Supervisor ensures compliance with all regulatory standards.

### **DUTIES AND RESPONSIBILITIES**

#### **Clinic Management**

1. Plan clinic operations with the Clinic Manager to ensure adequate staffing.
2. Observe and guide direct patient care staff on techniques and adherence to policies.
3. Manage patient schedules, new patient placements, and admissions.
4. Assist the Clinic Manager with monthly Plan of Care calls.
5. Help maintain the clinic budget, including productivity, ratios, overtime, and supply costs.
6. Participate in recruiting, training, and assessing staff competencies.
7. Serve as a clinical resource for staff and patients.
8. Collaborate with the Clinic Manager to review, investigate, and resolve patient or staff issues.

#### **Quality of Care**

1. Assist the Clinic Manager in staff meetings and huddles to inform patient care staff of changes.
2. Help ensure QAPI and QIP measures are met through data collection and audits.
3. Monitor clinical quality metrics and outcomes, including vascular access, adequacy, and anemia.

4. Serve as the Anemia Manager, responsible for ESA and iron therapy adjustments.
5. Collaborate with the primary nurse and direct patient care team in patient care decisions.

### **Analysis**

1. Identify and utilize nursing diagnoses for complex patient care needs.
2. Communicate and document patient care across the continuum with IDT members.
3. Assist the Clinic Manager in assembling EQRs and NHSN data.

### **Additional Duties**

1. Provide direct patient care as needed.
2. Cover for the Clinic Manager during absences.
3. Participate in committee assignments as required.
4. Perform special projects and other duties as assigned.

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### **Job Conditions and Physical Effort**

1. Must communicate effectively in English, both verbally and in writing.
2. Must be proficient with computer keyboard and software after training.
3. Physical activities require stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and good hand-eye coordination.
4. Ability to lift/move objects weighing up to 50 pounds infrequently, and up to 35 pounds more frequently.
5. Position requires travel between assigned facilities and may involve attending regional or corporate meetings.
6. Must pass a color perception test.

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### **Customer Service Standards**

All staff are responsible for demonstrating good customer service and professionalism:

1. **Consideration:** Greet customers promptly; show courtesy; recognize needs; respect privacy.
  2. **Concern:** Listen to customers; express appreciation; be non-judgmental; take responsibility.
  3. **Confidence:** Show a positive attitude; take initiative; inform, educate, and reassure; provide prompt follow-up.
  4. **Conduct:** Maintain professional conversations; present a professional appearance; establish teamwork; demonstrate professional competency.
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### **Education and Experience**

- Registered Nurse license in the State of Washington
  - 3 years of institutional clinical nursing experience; dialysis nursing experience preferred.
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*The above statements describe the general nature and level of work performed by individuals in this classification. This is not an exhaustive list of all job tasks.*

### **REVIEW and APPROVAL**

*Heather Thomasson*

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VP Clinical Operations / CNO

09/30/24

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Date

*Karen Schartman*

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Vice President of Human Resources

10/01/24

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Date

# Nurse Supervisor Job Description

Final Audit Report

2024-10-01

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