



## JOB DESCRIPTION

**TITLE:** House Supervisor  
**DEPARTMENT:** Nursing  
**REPORTS TO:** Chief Nursing Officer  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

The House Supervisor serves as a clinical resource, clinical expert and consultant to clinical staff. Monitors clinical operations during assigned shift. Demonstrates effective leadership skills and supports the hospital's philosophy, objectives and vision. Abides by hospital and departmental policies and procedures supporting administrative decisions. Maintains confidentiality of all position-acquired information. Actively integrates all facets of the Magnet Model into the culture with the goal of driving for excellence in all patient outcomes. Participates actively in CH's Journey to Magnet Recognition. Establishes and supports the shared governance model and evidence-based practice model as a foundation for the Magnet culture revolution.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Colorado West Healthcare System (CWHS) expects job performance to be consistent with its mission/vision. The CWHS is actively seeking Magnet Recognition Status and robustly supports the Journey to Magnet. The CWHS believes that each Employee contributes to improved performance by continuously searching for ways to improve patient outcomes using evidence-based practice and shared governance tenets.
2. The employee will develop a solid business acumen with a foundational understanding of healthcare finance principles with the goal of enhancing fiscal performance and viability.
3. Monitors clinical operations during assigned shift.
4. Demonstrates the ability to provide direction in the application of organizational and departmental goals.
5. Supporting organizational leadership assumes leadership role in defining, interpreting and maintaining hospital policy and procedure.
6. Determines and evaluates staffing levels required in each clinical area on an on-going basis. This is accomplished by the following: communicating with each clinical area, reference to staffing guidelines, assessing the skill level of clinical staff members, assessing the physical and psychological needs of the patient-guests.
7. Uses time to effectively organize and prioritize work by anticipating problems, adjusts to deviations in work process/volume, seeks out additional duties and clinically assists with assignments as work volume allows.

8. Communicates with Department Leaders on an on-going basis. This will be done by, but not limited to, the following:
  - email
  - Electronic Shift Report
  - Individual voicemail to specific Department Leader when need to communicate unit specific info,
  - Direct calls to Nursing Leadership/or Administrator on Call if immediate communication/direction required.
9. Completes clinical rounding on an on-going basis throughout shift.
10. Communicates in a timely, clear and concise manner both verbally and in writing.
11. Establishes and maintains positive interpersonal relationships, characterized by open and honest communication. Assists employee partners in the development of communication skills that promote positive relationships and serves as a role model for conflict resolution.
12. Participates in Magnet and quality improvement initiatives. (ie; chart audits, performance observations, education of clinical staff as relates to performance improvement process, etc.)
13. Contributes actively to the development of a culture of patient safety.
14. Has a thorough understanding of the Magnet Recognition Program and actively contributes to the Magnet Journey.
15. Other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree in nursing with five (5) years of clinical education experience. Requires current, unrestricted licensure as a Registered Nurse in the State of Colorado.

**CERTIFICATES/LICENSES:**

Current BLS/ACLS (required within 90 days of employment)  
PALS, TNCC, ENPC and NRP within 1 year of hire.

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the “Whatever It Takes” philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date