

## Baylor Registered Nurse/House Supervisor, Inpatient

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### **Job Description**

The House Supervisor is responsible for the services provided in the hospital inpatient areas. The House Supervisor reports to the Inpatient Nurse Manager, with indirect reporting to other clinical managers, and oversees the weekend staffing and patient concerns as they occur.

Baylor position is scheduled to work 24 hours, and compensated 32. Employee would need to be available as needed by phone, Friday 7pm through Sunday 7pm. During orientation, employee schedule would be varied days of the week for maximum training exposure. Once orientation is complete, employee's regular schedule would be Saturday and Sunday, 7a-7p onsite.

### **RESPONSIBILITIES:**

- Maintains quality patient care and patient education, in accordance with written policies and standards of care.
- Supervises the weekend inpatient staff and indirectly supervises the other weekend staff, per management.
- Functions as staff nurse as needed in Inpatient.
- Cross-trained to assist as needed on weekends in the Operating Room, PreOp, and PACU.
- Ensures adherence to the hospital's policies, procedures, and safety programs.
- Maintains clinical skills and knowledge.
- Assists management in evaluation and skill assessments of weekend staff.
- Assesses the staff's educational needs and assists as directed to meet these needs.
- Maintains a collegial relationship with physicians to ensure quality patient care.
- Participates in and monitors quality improvement programs.
- Fosters a positive environment which promotes staff development and loyalty to the organization.
- Oversees weekend coordination of all elements of patient care ensuring quality service is rendered by staff to every patient.
- Participation in scheduled conferences with the administrator and department heads.
- Maintain composure in potentially stressful situations, acting as an extension of management to diffuse issues.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

- Current licensure in this state as a Registered Nurse.
- Progressive work experience of no less than two (2) years which reflects both clinical and supervisory skills. Previous House Supervisor experience a plus.
- Clinical nursing experience in critical care units, post-anesthesia care units, operating room, and inpatient units highly preferred.
- Current BLS certification; PALS and ACLS certification mandatory within six (6) months of date of hire.
- Competence in oral and written communication skills.
- Intermittent physical mobility/activity including walking, standing, sitting, light lifting, pulling and pushing of carts, equipment, etc. Must be able to bend body downward at the waist; be able to kneel.
- Mental and physical health sufficient to meet the demands of the position.

### **PROFESSIONAL DEVELOPMENT:**

- Complies with the hospital's standards on personal appearance, i.e., maintains a clean well-groomed appearance and presents good personal hygiene.
- Works at maintaining good rapport and a cooperative working relationship (teamwork) within the hospital.
- Maintains confidentiality of information acquired pertaining to patients, physicians, employees, guests or hospital business.
- Approaches conflict in a constructive manner, i.e., trying to identify the problems, offering solutions and participating in the resolution.
- Strives for individual performance excellence within the job in order to help the hospital achieve its goals.
- Exemplifies a "Doing whatever it takes" behavior which is the working philosophy of the hospital.
- Conducts self in a professional manner with all customers.
- Serves as a resource to others in choosing communication techniques that will achieve desired results.
- Promotes customer satisfaction. Responds to concerns and follows through with responsiveness in a timely manner.
- Demonstrates an interest in developing oneself within their current role (e.g., educational programs, related reading materials, personal growth workshops).
- Actively participates in hospital activities (staff meetings, committees, problem solving sessions etc.).
- Acts as a resource among staff, physicians and other health care professionals.

**BENEFITS:**

This is a full time position, and enjoys a generous benefits package that includes PTO, medical/dental/vision/life insurances, and competitive wage.

Job Type: Full-time