



Position Description

Title: Night Supervisor

Reports to: Gosnell House Manager

Primary Location: Gosnell Memorial Hospice House

FSLA Class: Exempt

Supervises: RNs, Hospice Aides (night shift)

Effective Date: 02/05/2021

Position Summary:

The Night Supervisor is a member of the clinical management team and is responsible for overseeing and supporting the night shift at the Gosnell Memorial Hospice House (GMHH) as the primary on-site supervisor. This position coordinates staffing and patient care services according to agency policy and procedure; facilitates communications between management and the clinical teams; participates in employee training and policy roll-out; and performs and/or delegates operational tasks including but not limited to: auditing clinical documentation; reviewing and updating patient care plans; coordinating night-time admissions, transfers, and triage calls; ordering and managing inventory.

Qualifications:

1. **Education:** Graduate of an NLN accredited nursing program. Associates degree in Nursing required, Bachelor's degree preferred.
2. **Experience:** Minimum of 2 years of nursing experience required. Inpatient nursing experience required. Minimum of 1 year of supervisory experience in an inpatient facility (at least at the SNF or Rehabilitation level). Hospice and/or oncology experience preferred. An equivalent combination of experience and education may be considered.
3. **License/Certification:** BLS certification or the ability to obtain certification within the first 90 days of employment required. Certification must be kept active during the course of employment.

Essential Duties & Responsibilities:

1. Provides leadership and guidance to all areas of the GMHH during the night shift.
2. Supervises nightly clinical activities and night shift employees ensuring continuity and high-quality, cost-effective care.
3. Completes annual evaluations for night shift employees.
4. Acts as clinical and administrative resource for employees; appropriately delegates tasks and responsibilities.
5. Oversees overnight staffing including staffing to census; leveraging per diem employees appropriately; and coordinating with other managers to approve time off requests.
6. Performs patient admissions at GMHH, carries a patient assignment of 1-2 patients, and assists nurses and aides with patient care as needed.
7. Responds to, documents, and escalates, all complaints/incidents as needed.
8. Ensures appropriate participation of Gosnell nurses in overnight Triage activities.
9. Acts as a primary point of contact for the Triage and Access departments regarding admissions/transfers to Gosnell Memorial Hospice House and to the Home Program, as needed.
10. Coordinates with the referring physician, attending physician, and Hospice physician to ensure appropriateness of each referral and that necessary certifications are obtained.
11. Understands and articulates patient needs when transferring between levels of care.
12. Assists with coordinating medical equipment, services, and medications.
13. Participates in orientation and preceptorship for clinical employees on the night shift at the GMHH.
14. Participates in the development and education of night shift employees related to aspects of patient safety and the safe and effective use of equipment and technology and assists in ensuring clinical competencies are met;
15. Assists with quality management activities by promoting night employee participation in quality improvement, utilization review, and risk management related activities.
16. Applies clinical expertise to support and facilitate the best possible patient care outcomes by:

- a. Maintaining competencies in the nursing process
- b. Participating in ongoing clinical education
17. Assists in the ongoing implementation of processes and procedures that will improve efficiency and best practices.
18. Assures that all documentation meets requirements for accuracy and timeliness, and reflects continuity of care and level of care, billing requirements, patient/caregiver needs and confidentiality.
19. Assists the Gosnell House Manager with meeting agenda items and assists with the communication and dissemination of changes in policy and procedures to ensure regulatory compliance; attends meetings as required.
20. Ensures night shift employees attend or complete all mandatory meetings and trainings.
21. Ensures adherence to HSM policies and procedures and regulatory compliance; implements disciplinary and corrective action plans as needed.
22. Utilizes strong computer skills to access and document in the electronic medical record.
23. Provides guidance and support to employees related to proper use of the EMR.
24. Ensures interdisciplinary team approach is maintained with all team members with the goal of functioning as one team with high quality patient care as the common goal.
25. Performs other duties as assigned.

Other Job Functions:

The following is a list of responsibilities of this position but is not intended to cover all duties that this position may be required to perform from time to time.

1. Ensures an atmosphere and attitude of service, kindness and compassion in all HSM relationships and activities.
2. Shares expertise with others through in-service and collaboration.
3. Works with diverse social and economic situations without imposing own values; maintains appropriate professional boundaries.
4. Provides coverage for RN direct care duties during night shift as necessary.
5. Demonstrates understanding of hospice philosophy.
6. Demonstrates understanding of team approach and communication.
7. Contributes to positive atmosphere; demonstrates positive interactions with internal and external customers.
8. Demonstrates ability to lead and be a productive member of a high performing team.
9. Provides timely and appropriate response to internal and external customer needs.
10. Participates in meetings and quality assurance and program improvement activities as required and necessary.
11. Offers suggestions to improve policies, procedures, and services in appropriate manner and time.
12. Demonstrates knowledge and support of agency's safety and OSHA policies. Demonstrates use of safety judgment on a case-by-case basis. Utilizes proper body mechanics and safe working techniques and reports unsafe environments/practices to supervisor in a timely manner.
13. Acts in a manner consistent with the Code of Conduct outlined in the Agency's Corporate Compliance Program.
14. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
15. Demonstrates understanding and compliance with agency policies, including but not limited to, documentation, continuing education, attendance/work schedules and required HR documentation, State and Federal policies and procedures, laws and regulations.

Required Skills, Abilities & Knowledge:

1. Excellent written and verbal communication and public relations skills.
2. Ability to promote and foster team atmosphere.
3. Flexible and reliable.
4. Understanding of applicable regulatory guidelines.
5. Ability to focus on the objective of the position.
6. Creative in thought and in implementation.
7. Ability to work well in settings presenting diverse physical conditions and socio-cultural environments.
8. Leadership skills to facilitate appropriate direction and supervision to staff.
9. Comfortable dealing with conflict and staff challenges.

10. Self-confident and driven with an ability to establish direction and work with minimal guidance and support.
11. Able to manage multiple and competing priorities.
12. Excellent time management and organizational skills.
13. Presents as a business professional.
14. Ability to adapt to changing Agency priorities.
15. Demonstrated understanding of, and ability to effectively use, various computer software applications, including an electronic medical record, and Microsoft Word, Excel and Outlook.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

Ability to complete and pass an annual respirator fit test required.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.		X	
Carry		X	
Push or pull		X	
Climb	X		
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	
Handle or feel		X	
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature		X	
Exposure to blood borne pathogens and infectious disease			X
Exposure to hazardous materials	X		
Driving	X		
Repetitive Motion			X

Visual Requirements:

1. The worker deals with office and/or medical equipment at or within arm’s reach.
2. Must be able to see to drive, complete appropriate documentation, and assess patient condition and function.

Mental Requirements:

1. Requires the ability to plan and perform a wide variety of duties requiring extensive knowledge of policies and procedures. Requires considerable judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and policy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee’s Signature _____ Date _____