

SUPERVISING NURSE

APPLICATIONS ACCEPTED CONTINUOUSLY

Announcement Number: 2016

2015 Starting Hourly Rate: \$ 31.70

Application Fee: \$ 10.00 Filing fee (Non-refundable must be submitted with completed application)

Please include a copy of your current license.

SCOPE OF EXAMINATION: There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested. Applications must be completed fully; **Submission of a resume** does not relieve you of the responsibility for completing all sections of the official application. Candidates will be tested on an as needs basis. Names of eligible will be inserted according to their final rating, on such list from time to time as applicants are tested and found qualifying on the examination held at such intervals. Eligibility is limited to a one-year period.

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for maintaining high standards of professional nursing services in the management of a department, unit or group of units with special emphasis on the supervision, instruction and coordination of a number of professional and non-professional nursing personnel related to patient and /or resident care. The work is performed under general supervision with wide latitude allowed for instructing, planning and making assignments to subordinates.

TYPICAL WORK ACTIVITIES:

- ◆ Supervises the activities of and instructs professional and non-professional subordinates in nursing care practices and techniques in a clinical division or unit;
- ◆ Collaborates with medical staff in the assessment, care plan, and treatment of patients and/or residents;
- ◆ Obtains and supervises sufficient professional and non-professional staff depending on needs of patients and/or residents;
- ◆ Makes scheduled rounds of nursing unit(s) and observes patient and/or resident condition and checks quality of nursing care and treatment;
- ◆ Arranges staffing patterns and maintains related records of professional and non-professional nursing services staff on nursing units;
- ◆ Coordinates nursing assessment of patients and/or residents and oversees provision of supportive or restorative nursing care;
- ◆ Evaluates subordinate staff members and recommends training and/or further orientation;
- ◆ Supervises the preparation of and submits descriptive medical, and statistical reports, records and data;
- ◆ Instructs and assists the nursing staff and auxiliary nursing personnel of nursing problems, clinical techniques, such as checking physicians orders and chart accuracy;
- ◆ Coordinates the services rendered by other departments in the interest of effective management and patient and/or resident welfare;
- ◆ Promotes and participates in patient and/or resident education and rehabilitation;
- ◆ Performs a variety of personnel management, clinical department or unit management and supply distribution activities related to nursing services;
- ◆ Assists in the formulation and execution of nursing services, policies and procedures;
- ◆ Promotes and maintains good relationships with patients and /or residents and their relatives and friends;
- ◆ Periodically assesses nursing care plans and revises them as needed;
- ◆ Orients new personnel and oversees participation in related staff development and in-service training programs;
- ◆ Prepares a variety of records and reports;
- ◆ Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: **Thorough** knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; good knowledge of clinical nursing division or unit management and supply distribution practices; ability to supervise the administration of therapeutic measures prescribed; ability to secure the cooperation of others; ability to plan and supervise the work of others; ability to understand and carry out technical, oral and written directions; good observation; mental alertness; emotional stability; physical condition commensurate with the demands of the position;

CONTINUED ON REVERSE SIDE

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Nursing and one year of experience in professional nursing activities including supervisory experience; or
- B. Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in Nursing and two years of experience in professional nursing activities, one year of which shall have been in a supervisory position; or
- C. Any equivalent combination of training and experience as indicated in "A", "B" above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of license at the time of appointment.

Essential information:

APPLICATIONS and further information may be obtained by writing or calling in person at the WAYNE COUNTY DEPT. OF HUMAN RESOURCES, 26 Church Street, Lyons, New York 14489 (315-946-7483). Information may also be obtained by visiting our website at www.co.wayne.ny.us

Completed applications, which must be delivered personally or bear a postmark not later than Last filing date on announcement.

The candidate **MUST** complete and submit an Application for Examination for each examination they wish to apply for. Falsification of any part of the Application will result in disqualification. Applicants must complete every question on the application form. Incomplete applications will be disapproved. **Submission of a resume** does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement of the application and not a substitute for it. To receive credit for experience on a job, basic information such as address, name, title of supervisor, hours in a work week, final salary, etc. Must be shown on the application. We do not make any formal acknowledgement of the receipt of an application or take responsibility for non-delivery of mail or postal delay.

RESIDENCY: Candidates must be legal residents of Wayne County for at least ONE month immediately preceding the date of the examination. For some examinations, residency may be waived where recruitment is difficult. A municipality or district **may** exercise its right under **Section 23-4a of Civil Service Law** to request a certification of eligible candidates who have been residents of that municipality or district for at least **30 days** prior to appointment. After the names of residents have been exhausted, Wayne County must then certify the names of non-residents on the list.

APPLICATION FILING FEE: A **non-refundable** filing fee must be submitted for each separately numbered examination for which you apply. Send check or money order payable to Wayne County, write the examination number on your check/money order. Cash will be accepted if returning application in person. **AS NO REFUNDS WILL BE MADE, YOU ARE URGED TO CHECK THE MINIMUM QUALIFICATIONS CAREFULLY.**

APPLICATION FEE WAIVER: *A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household.* In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available on our web site co.wayne.ny.us

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required.

FINGERPRINTING: Background checks may be required to determine suitability for employment for all positions.

ADMISSION LETTER: Approved candidates will receive an "Admission Letter" by mail at least 10 days before the exam date stating -Place, date and time of the exam. Candidates will not be admitted to the exam unless they have an "Admission Letter". If you do not receive an admission letter at least 10 days

prior to the examination please call the Personnel Office at (315)946-7483. Disqualified candidates will be sent a notice of disqualification.

USE OF CALCULATORS: Unless otherwise specified on the examination announcement, candidates are permitted to use quiet hand held solar/battery powered calculators. Devices with typewriter keyboards, spell check, address books, language translators, dictionaries or similar devices are prohibited. You may not bring cellular phones, beepers, pagers, or headphones.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must complete cross filer form and notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center – cross filer form must be submitted to the Wayne County HR Dept.

RELIGIOUS OBSERVERS - DISABLED PERSONS - ACTIVE MILITARY MEMBER: If you need special arrangements to take this examination because of Religious Observer, Active Military Duty, or a Disabled Person and need special accommodations in order to participate in the examination, you must notify the Personnel Office on or before the last filing date of the examination. The request must be in writing and should describe the accommodations you need. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodations." We will make arrangements for you to take the test on a different date (usually the following Monday).

VETERANS' PREFERENCE: Veterans or Disabled Veterans who have served on active duty during the creditable periods of war will be eligible for veterans credits (Dates are on the back of Civil Service Application). If you desire to claim additional credits you may make application for such additional credit on the back of the application and **MUST SUBMIT A CERTIFIED COPY OF YOUR DD-214. A Veteran Credit application must be completed and submitted with completed application – Form available on website.** In order to be considered for veteran credits, the proper forms **MUST** be submitted to the Personnel Office before the eligible list is established. Veteran credits will only be added to a passing score of 70 or higher.

PREPARATION & RATING OF EXAM: This examination is being prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

ELIGIBLE LISTS: The duration of an eligible list may be fixed for a minimum period of one and not more than four years. Appointment from an eligible list must be made from the top three candidates' will to accept appointment.

DECENTRALIZED EXAMS: The Personnel Office reserves the right to terminate the special recruitment program at any time for decentralized examinations and re-establish a program of periodic testing for decentralized examinations.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive and additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

PROMOTIONAL EXAMINATIONS: SENIORITY POINTS will be added to an eligible score as follows: 0.2 points for each year based on the length of continuous competitive class service in the appointing jurisdiction up to a maximum of twenty years.