Definition of Class
This is a supervisory position in which the incumbent provides and coordinates nursing care in accordance with healthcare provider’s orders and established policies and procedures. Incumbent schedules nursing personnel coverage, assigns nursing care duties, provides direction and guidance in the proper use, care, and control of material, resources, appraises quality effectiveness of material and equipment and maintains standards of cleanliness in designed areas. Position reports directly to the Director of University Health Services.

Examples of Work Performed
Provides supervision and guidance to nursing staff. Monitors nursing care and evaluates nursing staff performance.

Develops nursing staff schedules to provide adequate clinic coverage. Evaluates and approves requests for time off and plans PRN nurse coverage as needed.

Facilitates weekly meetings with nursing staff to discuss issues and solutions.

Plans and provides professional nursing care for patients in accordance with health care provider’s orders and established policies and procedures. Performs nursing assessment, formulates a nursing diagnosis, and assists in the delivery of nursing care.

Evaluates nursing care and communicates to proper personnel relevant facts about patients, actions taken and patient responses.

Provides direction and guidance in the proper use, care and control of material resources, appraises quality and effectiveness of material and equipment and maintains standards of cleanliness in assigned areas.

Develops and implements policies and procedures designed to effect efficiency and safety of operations.

Maintains clinic supplies and medications, and places orders with appropriate vendors for replenishment of supplies.

Serves as Risk Manager and Infection Control Officer.

Makes referrals when requested by providers.

Performs unsupervised emergency intervention, as warranted by situation.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Plans and provides professional nursing care.

2. Provides supervision and guidance to nursing staff.
3. Develops and implements policies and procedures.

5. Serves as Risk Manager and Infection Control Officer.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements by this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand or walk; and to use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to sit; and to stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

- **Education:**
  Bachelor’s degree in Nursing from an accredited college or university.

  AND

- **Experience:**
  Two (2) years of experience related to the above described duties.

- **Licensure:**
  Must be licensed by the Mississippi Board of Nursing as a registered nurse.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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