

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5601500

Registered Nurse Supervisor 1, Grade 22

Brief Description of Class

Registered Nurse Supervisors 1 are registered professional nurses who provide clinical and administrative supervision to lower-level registered professional nurses and direct care staff; and oversee and coordinate nursing services for individuals* in State facilities and programs, including inpatient, outpatient, and community-based settings. Incumbents develop staffing plans and maintain adequate staffing levels; monitor and review the quality of nursing services, individuals' health records, health outcomes, and safety; verify that medical instructions are properly implemented; and ensure compliance with State and federal requirements and standards of nursing care.

Positions are primarily classified in the Office of Mental Health, Department of Corrections and Community Supervision, Office for People With Developmental Disabilities, Department of Health, Office of Addiction Services and Supports, and Office of Children and Family Services.

*Individual refers to the person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

Registered Nurse Supervisor 1: supervisory level; provides administrative and clinical supervision to lower-level registered nurses and direct care staff; oversees and coordinates nursing services for a care program, group of treatment units, or facility; and may serve as an assistant to a higher-level registered nurse manager.

Related Classes

Registered Nurses 1 are registered professional nurses who provide direct nursing care to individuals in a variety of State facilities, programs, and settings; conduct health assessments; prepare and implement nursing care plans; diagnose and treat individuals' responses to actual, potential, or diagnosed health problems through nursing services, such as case-finding, health teaching and counseling, and the provision of care supportive to or restorative of life and well-being; and execute medical regimens prescribed by licensed health care providers.

Illustrative Duties

Registered Nurse Supervisor 1

Supervises and coordinates the activities of assigned nursing and direct care staff.

- Directs and reviews the work of nursing staff; completes performance evaluations; and initiates appropriate counseling and disciplinary actions.
- Develops assignments and daily staffing plans for nursing care; prepares and monitors staffing schedules; and ensures adequate nursing coverage.
- Identifies staff development needs for training on clinical nursing related topics; and evaluates the effectiveness of in-service education and guidance programs.
- Ensures that staff have met requirements for first aid, cardiopulmonary resuscitation (CPR), and other agency-specific required training in concert with nurse educators.
- May interview nursing candidates and participate in orientation programs for new staff and/or other recruitment and hiring processes.
- Supervises admission and discharge planning activities; and serves as a liaison to community providers, families, hospitals, and other health care facilities.

Maintains established standards of nursing care in accordance with State, federal, and accreditation agency requirements.

- Makes rounds and ensure the maintenance of a safe, sanitary, and therapeutic environment and that individuals' safety, well-being, and care needs are met.
- Informs staff of and ensures the implementation of policies, procedures, and trends in nursing practice.
- Monitors and reviews nursing documentation, such as progress notes and medication charts, to ensure accuracy and quality; and follows up with nursing staff when needed to resolve discrepancies.
- Assesses the quality of nursing care and assists in the development and implementation of quality control programs for nursing care.
- Oversees narcotics tracking and management; and ensures medical inventories are properly maintained and stored.

- Ensures compliance with State and federal laws, rules, and regulations, including facility policies on restraints, seclusion, levels of intensive supervision, abuse, and incident reporting.
- Formulates corrective action plans in response to identified regulatory problems and ensures the implementation of such.

Participates in the management and administration of nursing services; assists in planning and program development activities; and meets with managers to review, update, and ensure the effectiveness of nursing policies, protocols, and procedures.

May assist in the management and oversight of a nursing department; prepare budgets and monitor expenditures; participate on committees and workgroups; and perform the duties of a lower-level Registered Nurse and cover staff assignments, if necessary.

Minimum Qualifications

Registered Nurse Supervisor 1

Promotion: possession of a license and current registration as a registered professional nurse in New York State and two years of service in any Grade 18 or higher position that requires a registered professional nurse license; or one year of service in any Grade 20 or higher position that requires a registered professional nurse license.

Parenthetics Attachment

Registered Nurse Supervisor 1 (Psychiatric): supervises, directs, and coordinates nursing services for individuals with mental illness, addiction, or substance use disorders in psychiatric and addiction treatment centers operated by the Office of Mental Health and Office of Addiction Services and Supports.

Registered Nurse Supervisor 1 (Rehabilitation): supervises, directs, and coordinates nursing services for individuals with acute rehabilitation needs in cardiac and respiratory care units at the Department of Health's Helen Hayes Hospital.

Minimum Qualifications

Registered Nurse Supervisor 1 (Psychiatric)

Promotion: possession of a license and current registration as a registered professional nurse in New York State and two years of service in any Grade 18 or higher position that requires a license as a registered professional nurse; or one year of service in any Grade 20 or higher position that requires a license as a registered professional nurse.

Open Competitive: possession of a license and current registration as a registered professional nurse in New York State and three years of post-licensure clinical nursing experience working with individuals diagnosed with mental illness, addiction, or substance use disorders.

Registered Nurse Supervisor 1 (Rehabilitation)

Promotion: possession of a license and current registration as a registered professional nurse in New York State and two years of service in any Grade 18 or higher position that requires a registered professional nurse license; or one year of service in any Grade 20 or higher position that requires a registered professional nurse license.

Open Competitive: possession of a license and current registration as a registered professional nurse in New York State and three years of post-licensure clinical nursing experience in an acute rehabilitation, acute inpatient critical care, or medical surgical setting.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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