

University of Medicine and Dentistry of New Jersey Competency-Based Job Description

Job Title: Supervising Advanced Practice Nurse
Department: Patient Care Services
Division: Emergency Department
Operating Unit: University Hospital
Reports To: Director, Patient Care Services
Approved By: DBM
Approved Date: April 2011

MISSION STATEMENT:

"To improve the quality of life for all those we touch through excellence in patient care, education, research and community service."

SUMMARY *(Basic purpose of the job):*

The primary purpose of the Supervising Advanced Practice Nurse position is to serve as an expert in the delivery of emergency nursing care. Utilizes advance practice nursing expertise in the provision of care to emergency patients, staff orientation and ongoing staff development. Directs and supervises professional and paraprofessional staff members within the Emergency Department. Maintains a clinical track faculty appointment and serves as a preceptor for students.

Age/Patient Population(s) Served
Double Click on Box(es) for Your Selection; Select Checked; Click OK for All that Apply

AGE/PATIENT POPULATION(S) SERVED KEY

<u>Age of Patient Population Served</u>	<u>Population</u>
<input checked="" type="checkbox"/> Neonate (birth - 28 days)	<input type="checkbox"/> Bariatric Patients: BMI greater than 40, or greater than 35 with weight related comorbidities
<input checked="" type="checkbox"/> Infant (29 days – less than 1 year)	<input type="checkbox"/> Patient with exceptional communication needs
<input checked="" type="checkbox"/> Pediatric (1 - 12 yrs)	<input type="checkbox"/> Patient with developmental delays
<input checked="" type="checkbox"/> Adolescent (13 – 17 yrs)	<input type="checkbox"/> Patient at the end of life
<input checked="" type="checkbox"/> Adult (18 – 64 yrs)	<input type="checkbox"/> Patient under isolation precautions
<input checked="" type="checkbox"/> Geriatric (65 yrs & older)	<input checked="" type="checkbox"/> All Populations
<input type="checkbox"/> Nonage Specific Task (N/A)	

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. *(List Essential Duty Responsibility Statements.) Core Competency is the demonstrated ability to carry out the primary responsibilities of the job which should be reflected in the essential duties section of the job description.*

1. Provides advanced practice nursing expertise service to emergency patients, families, significant others, and health care team members.
2. Collaborates with Physicians, Nursing Directors, nursing management and staff to establish emergency care programs and policies.
3. Supervises assigned paraprofessional and professional staff members employed within the Emergency Department.
4. Recommends the hiring, firing, promoting, demoting, merit increases, transfers and/or disciplining of employees and other personnel changes.
5. Works collaboratively with physicians, nurses, social workers, and other members of the multidisciplinary health care team.
6. Provides direct patient care to a select group of patients.
7. Provides patient/family education, health counseling, and health advocacy services to patients, their families and significant others.

8. Conducts and participates in research and engages in quality improvement activities.
9. Manages day-to-day activities in accordance with University Hospital policies and procedures.
10. Maintains a high level of professional responsibility and performance.
11. Develops and interprets policies, procedures, and standards of practice in collaboration with nursing and institution-wide committees.
12. Provides staff development programs (orientation, inservice and continuing education) for health care providers and community education programs related to emergency care.
13. Participates as an active member on committees as assigned.
14. Understands and adheres to UMDNJ's compliance standards as they appear in UMDNJ's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.
15. Keeps abreast of all pertinent federal, state and UMDNJ regulations, laws and policies as they presently exist and as they change or are modified.
16. Ensures that the staff are trained and evaluated on their knowledge of and adherence to compliance policies and procedures specific to their jobs.
17. Performs other related duties as assigned.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certified as an Advanced Practice Nurse in the State of New Jersey. Three (3) years of nursing experience, at least two (2) of which shall have been as an Advanced Practice Nurse in a related specialty, preferred, but not required. One (1) year of supervisory/managerial experience preferred.

- **Credential Required:** Professional Registered Nurse and APN Nurse Practitioner License
- **Primary Source Verification:** N.J. Division of Consumer Affairs, Board of Nursing

PHYSICAL DEMANDS:

Position requires standing to 2/3 of the time, walking to 2/3 of the time, requires sitting under 1/3 of the time, use of hands to finger, handle or feel to 2/3 of the time, reach with hands and arms, under 1/3 of the time, stoop, kneel, crouch , or crawl under 1/3 of the time, talk or hear over 2/3 of the time.

WORK ENVIRONMENT:

Moderate noise (examples: business office with computers and printers, light traffic). Exposure to bloodborne pathogens that requires use of personal protective equipment.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, Acknowledge Review of This Job Description.
(Employee's Name - PRINT Name)

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____

University of Medicine and Dentistry of New Jersey Competency-Based Job Description

Job Title: Data Control Clerk I
Department: Patient Care Services
Division/Section: Nursing Quality and Standards
Operating Unit: University Hospital
Reports To: Program Administrator, Nursing Quality and Standards
Approved By: DHW
Approved Date: April 2011

MISSION STATEMENT:

"To improve the quality of life for all those we touch through excellence in patient care, education, research and community service."

SUMMARY (*Basic purpose of the job*):

The primary purpose of the Data Control Clerk I position is to oversee and coordinate data compilation and is responsible for the accurate processing and entry on information into the computer system. Provides administrative and general office services as required by the Department of Patient Care Services.

Age/Patient Population(s) Served
Double Click on Box(es) for Your Selection; Select Checked; Click OK for All that Apply

AGE/PATIENT POPULATION(S) SERVED KEY

<u>Age of Patient Population Served</u>	<u>Population</u>
<input type="checkbox"/> Neonate (birth - 28 days)	<input type="checkbox"/> Bariatric Patients: BMI greater than 40, or greater than 35 with weight related comorbidities
<input type="checkbox"/> Infant (29 days – less than 1 year)	<input type="checkbox"/> Patient with exceptional communication needs
<input type="checkbox"/> Pediatric (1 - 12 yrs)	<input type="checkbox"/> Patient with developmental delays
<input type="checkbox"/> Adolescent (13 – 17 yrs)	<input type="checkbox"/> Patient at the end of life
<input type="checkbox"/> Adult (18 – 64 yrs)	<input type="checkbox"/> Patient under isolation precautions
<input type="checkbox"/> Geriatric (65 yrs & older)	<input checked="" type="checkbox"/> All Populations
<input checked="" type="checkbox"/> Nonage Specific Task (N/A)	

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Oversees and coordinates the gathering and input of all pertinent data as necessary for accurate and proper completion of grant application, manuscripts, abstracts, publications, project reports, adhering to instructions, guidelines and prescribed format.
2. Responsible for typing correspondence, reports, manuals, etc. using current software.
3. Organizes assigned word processing work, reviews and analyzes the problems related to work and develops effective work methods to improve the workflow.
4. Assists in short and long-range planning by identifying needs and retrieving relevant information for use in the computer program database.
5. Retrieves data and information stored on departmental computers and updates as required.
6. Assists in monitoring the attainment of goals and objectives and in projecting future needs with respect to data collection services.
7. Assists with word processing problems and training, as needed. Assists in the training of new personnel.
8. Provides administrative and general office services. Composes and types routine letters. Maintains a follow-up file on correspondence awaiting replies.
9. Understands and adheres to UMDNJ's compliance standards as they appear in UMDNJ's Corporate Compliance Policy, Code of Conduct and Conflict and Conflict of Interest Policy.
10. Performs other related duties as assigned.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Three (3) years prior clerical experience, including knowledge of PC software programs, particularly Microsoft Word and Excel is required.

PHYSICAL DEMANDS:

This position requires standing under 1/3 of the time, walking to 2/3 of the time, requires sitting over 2/3 of the time, use of hands to finger, handle or feel over 2/3 of the time, reach with hands and arms under 1/3 of the time, climb or balance as well as stoop, kneel, crouch or crawl none of the time, talk or hear over 2/3 of the time, taste or smell none of the time. This position also requires that up to 10 pounds of weight be lifted under 1/3 of the time. There are no special vision requirements.

WORK ENVIRONMENT:

Moderate noise (examples: business office with computers and printers, and somewhat heavy traffic).

EMPLOYEE ACKNOWLEDGEMENT

I, _____, Acknowledge Review of This Job Description.
(Employee's Name - PRINT Name)

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____

