



USF Job Class Description
JOB CODE: 5306
JOB TITLE: Registered Nurse
Manager
PAY PLAN: A&P
CAREER BAND: F
FLSA: Exempt
CBU : 34

Job Title: Registered Nurse Manager

Job Summary

A Registered Nurse Manager is responsible for supervising nursing personnel and coordinating the daily nursing operations of a specified clinical area. Collaborates with other medical/nursing administrators to develop and implement protocols, policies and procedures.

Nature of Work

This position typically reports to a clinic Assistant Director, Associate Director, Director or other clinic administrator. This position typically works in a medical clinical, student health services, or other medical facility. The Registered Nurse Manager meets the executive exemption with regard to FLSA since the following three duties requirements are met: 1) the employee's primary duty is management; 2) the employee customarily and regularly directs the work of two or more employees; and 3) the employee has authority to make recommendations as to hiring, firing, advancement, promotion or any other change of status, which are given significant weight. The Registered Nurse Manager ensures regular communication with staff to disseminate important information, delineate expectations, develop rapport, and motivate employees to achieve peak productivity and performance for a quality operation.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Provides supervision, consultation, counseling, and guidance to nursing staff.
- Interprets and reviews policies and procedures for nursing and ancillary staff.
- Delegates appropriate tasks to lead personnel in achieving unit goals.
- Assigns personnel in areas of responsibility in accordance with established matrix and budgetary considerations.
- Participates in development of patient care goals and objectives to ensure appropriate access; establishes/maintains staff performance standards.
- Participates in budget process; manages unit within budgetary guidelines.
- Investigates and resolves patient and staff complaints.
- Provides training and support to nursing staff for clinical systems (i.e. scheduling, call center, electronic charts, lab computerized systems).

- Interviews prospective and new employees; ensures proper orientation and training for each employee. Establishes competency measures for each position.
- Participates on various committees, such as Emergency or Infection Control Committees to develop and implement procedures, and ensure readiness and training among physicians and nursing staff.
- Continues personal growth by attending professional conferences, seminars, workshops, and professional memberships.
- Provides in-services and continuing education opportunities for staff and encourages professional and technical development.
- Compiles data and develops written summaries, goals and objectives for clinic area, which are submitted to supervisor. Conducts retrospective audit of nursing protocols and procedures and develops summary for review by nursing staff.
- Manages leave and time policies; reviews and approves leave requests for staff; evaluates staff performance; recommends further action if performance is substandard.
- Provides quality patient care, performs physical assessments; determines nursing diagnosis based upon data collected, assists physician with special exams/procedures – as time allows.

Minimum Qualification Requirements

This position requires licensure as a registered nurse in accordance with Chapter 464, Florida Statutes or eligible to practice nursing in accordance with Chapter 64 B9, Florida Administrative Code, with six year of directly related professional nursing experience. A bachelor's degree in Nursing or directly related field/discipline may substitute for up to two years of the required experience. A Master's degree in Nursing or directly related field/discipline may substitute for up to an additional two years of the required experience.