**Coordinator, Nursing Services Standard Job Description**

**Classification Title:** Coordinator, Nursing Services

**FLSA Exemption Status:**Exempt

**Pay Grade:** 17

**Job Description Summary:**

The Coordinator of Nursing Services, under direction, serves as administrative supervisor of nursing staff. Assists with efficient coordination and operation of clinical service areas with regards to nursing support.

**Essential Duties and Responsibilities:**

**40% Administrative Supervision**

* Supervises members of the nursing staff.
* Completes annual evaluations for nursing staff.
* Approves leave requests for nursing personnel.
* Provides effective performance management through evaluations and recognition.
* Serves as hiring manager for clinical support positions.
* Handles patient complaints regarding nursing care.

**20% Staffing and Coordination**

* Develops nurse staffing assignments for clinical service areas.
* Manages schedules for nursing staff.
* Oversees nursing staff compliance with licensing requirements.
* Works closely with medical staff to ensure efficient coordination of nursing support.
* Provides leadership to assist with the operation of clinical service areas.

**10% Training and Development**

* Provides training for nursing and clinical support staff.
* Assists with staff development and continuing education activities.
* Coordinates the development and updates of nursing policies and procedures.

**10% Quality Assurance and Support**

* Supports quality health care by establishing measures of performance and accountability.
* Provides administration with information regarding the need for nursing and medical supplies and equipment.
* Provides direct patient care and treatment in accordance with professional nursing standards.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience as a Registered Nurse including at least one year of related supervisory experience. One year of supervisory experience.

**Required Licenses and Certifications:**

* Licensed Registered Nurse.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications. Knowledge of standard nursing procedures. Ability to use and manage an Electronic Medical Records (EMR) system.
* Strong organizational and time management skills.
* Ability to work with sensitive information and maintain confidentiality.
* Strong verbal and written communication skills.
* Excellent interpersonal and organizational skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**