



## **NURSING SERVICES - POSITION DESCRIPTION**

**POSITION TITLE:** Nursing Supervisor

**JOB CATEGORY:** Nursing

**QUALIFICATIONS:**

Preference to be given to Master graduate with appropriate years of experience.

**OR** Bachelor Degree in Nursing/ Diploma in Nursing with appropriate years of experience as per Minister's Cabinet Decree # 10 (1975) and/or Decree # 9 (1975).

Maintains valid registration in Country of Origin and in UAE.

**ACCOUNTABLE TO:** Director of Nursing

**REPORTS TO:** Immediate In charge

**ORGANIZATIONAL RELATIONSHIP:**

Collaborates with multidisciplinary healthcare team members.

**1. POSITION SUMMARY**

1.1 To effectively coordinate and supervise services to ensure delivery of quality client care within the allocated areas of responsibility.

**2. KNOWLEDGE, SKILLS, ABILITIES**

2.1 Knowledge of current and established professional nursing concepts, principles and practices.

2.2 Expertise in clinical area of practice.

2.3 Administrative, management and leadership skills required to effectively organize and direct staff and services.

2.4 Knowledge of professional staff development concepts and the skills to apply them.

2.5 Communication, conflict resolution, and problem solving skills.

2.6 Understanding of the diverse cultural customs and religious beliefs of the clients.

2.7 Ability to communicate effectively in English.

2.8 Arabic language is desirable.

### **3. RESPONSIBILITIES**

- 3.1 Ensures nursing is practiced in accordance with professional values and moral principles and maintains confidentiality as appropriate.
- 3.2 Ensures performance of nursing practice remains in line with the facility, Federal Department of Nursing and Ministry of Health (MOH) policies, procedures and standards.
- 3.3 Directs, supervises and evaluates the activities of assigned nursing units/wards.
- 3.4 Facilitates appropriate staff coverage on assigned units/wards.
- 3.5 Evaluates the quality of nursing care.
- 3.6 Identifies the training/educational needs of staff personnel.
- 3.7 Identifies, analyzes and resolves administrative problems by direct intervention or by notification of appropriate personnel.
- 3.8 Collaborates with doctors, specialists and administrative personnel to solve clients' problems.
- 3.9 Performs regular rounds accompanied by charge nurse of assigned units to ensure quality client care.
- 3.10 Acts as a role model to enhance the professional nursing image and acts as an advocate for clients and staff.
- 3.11 Investigates and evaluates reports of unusual occurrence, takes timely and appropriate action including completion of necessary documentation, and notifies the concerned staff.
- 3.12 Participates in Nursing Continuous Quality Improvement initiatives, in-service education programs, unit/ward meetings, and committee functions as assigned.
- 3.13 Ensures hospital equipment remains in safe operating condition.
- 3.14 Acts as a leader to encourage all staff personnel.
- 3.15 Participates in orienting new employees and new nurse graduates.
- 3.16 Initiates emergency, safety practices and fire safety measures as necessary.
- 3.17 Maintains appropriate MOH nursing competencies in line with Federal Department of Nursing Competency Guidelines and continues personal professional development.
- 3.18 Acts as Assistant/Deputy DON in his/her absence.
- 3.19 Performs other job-related duties as assigned.

***I have read and understood my Position Description. I understand that these responsibilities may be modified to meet arising needs in the health facility.***

**Signature:** \_\_\_\_\_  
**Employee**

**Date:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_  
**Employee**

**Facility Name:**

**Approved by:**

**Signature:**

**Review Date:** 3 years

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