

Oklahoma Department of Corrections
Unclassified Job Descriptor

NURSING MANAGER

Basic Purpose:

Positions in this job plan, organize, manage, and perform nursing services at correctional medical units that are large in size and scope; these positions may also work as a member of the Quality Assurance Team or serve as the administrator of a small health services operation which includes providing clinical nursing services.

Typical Functions:

- Plans, organizes, and manages all professional nursing services; plans and conducts orientation and in-service training programs for nursing staff.
- Develops and implements nursing policies and procedures for local operations and/or carries out medical services procedures; establishes objectives for the assigned nursing unit(s), and coordinates the activities of the assigned unit with other medical activities as appropriate.
- Ensures that appropriate physical facilities, supplies, equipment, and personnel are maintained for nursing department operations and functions; approves requisitions for supplies as appropriate.
- Checks overall nursing services schedules; reviews assignments of nursing personnel; ensures adequate coverage is provided.
- Plans, organizes, and manages a systematic approach to quality management, including the use of valid performance measurements, quantitative and qualitative analysis and program evaluation.
- Performs specialized nursing functions, such as nursing assessments, planning, interventions, evaluations, health related education, case management, and administering medications and other treatments.
- May also conduct Performance Improvement (Quality Assurance) Audits; research offender grievances and prepare responses for signature; gather and process paperwork for reimbursement from Medicaid; provide nurse training and assist with nurse recruitment; manage electronic health records and create various monthly reports.

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Knowledge, Skills, and Abilities:

Knowledge of professional nursing theory practices and techniques; of medical supplies; of primary health care programs; of budget, personnel, and purchasing procedures, and of federal and state rules and regulations concerning health services, accreditation, certification, licensure, and nursing standards. Knowledge of and skill in the use of appropriate information technology. Ability to develop, plan, and administer an effective nursing care program; to communicate effectively both orally and in writing; to plan and conduct in-service training programs; and to establish and maintain effective working relationships.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Possession of a valid permanent Oklahoma license as approved by the Oklahoma Board of Nursing to practice professional nursing and four (4) years of professional nursing experience; or a bachelor's degree in nursing, and three (3) years of professional nursing experience; or a master's degree in nursing and two (2) years of professional nursing.