

Greenville Endoscopy Center  
Job Description

**Job Title:** Clinical Nursing Supervisor  
**FLSA Status:** Exempt  
**Immediate Supervisor:** Director of Endoscopy Services

Greenville Endoscopy Center Core Values: **Compassion, Integrity, and Gratitude**

**Summary:**

The Clinical Nursing Supervisor is responsible for maintaining the highest standards of care for patients undergoing endoscopy procedures. He/She is to supervise the quality and actions of nursing care provided to patients by the RN, LPN and Endoscopy Technician. Utilizing the nursing process, the Clinical Nursing Supervisor assumes responsibility for planning, implementing, directing, and evaluating staff concerns & competency. The Clinical Nursing Supervisor functions as a professional role model and is responsible for the orientation of personnel.

**Minimum Qualifications:**

- 1.) RN currently licensed by the South Carolina State Board of Nursing.
- 2.) Graduate of an approved school of nursing.
- 3.) Must embody behaviors, values, and philosophies, which uphold the ideals and enhance the image of the GEC. Supports the policies and procedures of GEC.
- 4.) Maintains current knowledge in Nursing Science and expands knowledge with continuing education.
- 5.) Communicates clearly, proficiently, and professionally with both staff and patients.
- 6.) Works cooperatively to enhance the retention and recruitment of personnel.
- 7.) Maintains confidentiality of patients, personnel, and company issues. Respects and maintains patient's privacy and respects patient's "Bill of Rights".
- 8.) Completes BLS & ACLS certification bi-annually.
- 9.) At least 2 years of experience in the field of GI endoscopy.
- 10.) Must possess basic computer skills and be able to learn the current computer software program used by the practice.

**Duties and Responsibilities:**

I. Contributes to the planning, implementation, and evaluation of patient care. Demonstrates competence to provide developmentally appropriate care and treatment for the following patient populations:

Adult-----18 years of age to 65 years of age

Geriatric-----Over 65 years of age

II. Assists the Physician and supervises the RN, LPN, and Endoscopy Technicians during diagnostic and therapeutic procedures to promote optimal patient outcomes by team collaboration. Possesses manual dexterity to assist with endoscopy procedures.

May require lifting and repositioning of the patient, prolonged periods of standing, applying various types of abdominal pressure, and moving of stretchers with/without patients.

- III. Documents patient data to ensure continuity in the provision and coordination of patient care. Ensures that Physician's orders are transcribed and carried out.
- IV. Establishes priorities and makes ethically sound decisions to ensure safe patient care.
- V. Responds to emergency situations to promote optimal patient outcomes by recognizing changes in the patient's health status.
- VI. Provides health education and procedural teaching to patients and significant others.
- VII. Is knowledgeable about and complies with OSHA policies, Facility Policies, Procedures, and Performance Improvement Programs.
- VIII. Helps with the cleaning, disinfecting, and maintaining of fiber optic equipment and accessories.
- IX. Aides in the orientation and teaching process of new employees.
- X. Assists in any area as needed.
- XI. Attends and participates in staff and in-service meetings. Reviews and signs off on meetings unattended. Collaborate with other health care professionals. Acts as a resource for others. Serves as a mentor for other nurses.
- XII. Works as a team player. Assists other members of GEC to finish work-related tasks not only during the day, but also at the closing of the day. This includes helping other staff members complete their end of the day assignments.
- XIII. Exhibits enthusiasm and initiative with patients, Physicians, and fellow staff members.
- XIV. Establishes nursing diagnosis.
- XV. Administers and evaluates pharmacological and other therapeutic treatments.
- XVI. Assists the physician during diagnostic and therapeutic procedures to promote optimal patient outcomes by team collaboration.
- XVII. Performs diagnostic studies as ordered by a physician.
- XVIII. Manages follow-up care.
- XIX. Assists with the accreditation process.
- XX. Maintains proper dress attire while at work.
- XXI. **Physical Requirements:** This position requires prolonged periods of standing, walking, sitting, helping to lift, transfer and reposition patients that may weigh up to 350 pounds as necessary, applying abdominal pressure during an endoscopic procedure, move stretchers with/without patients, lift and move stock up to 25 pounds as needed, and the ability to observe and hear. Reasonable accommodations may be made for individuals with disabilities.
- XXII. Participates in continuing education.
- XXIII. Monitors performance by developing and participating in quality management activities.
- XXIV. Assist the Director of Endoscopy Services in daily personnel issues.
- XXV. The Clinical Nursing Supervisor will be in constant communication with the Director of Endoscopy Services to ensure continuity in communication with staff.