

## Health Care Job Function

# HLT Nurse Mgt III

Grade: 57

Job Code: W0657M

Job Family: Nursing

Job Family Matrix: [Nursing Matrix](#)

## Summary

Manage the planning of professional nursing services and patient care for students, staff, and faculty. Ensure compliance with clinicians' orders and follow established nursing processes, including patient assessment, nursing diagnosis, planning, intervention and evaluation.

## Typical Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Participate in creating the nursing plan of care of assigned patients in accordance with clinicians' orders
- Facilitate and enhance the delivery of patient care by assuring that services are kept accessible, affordable, satisfactory, and appropriate by developing and implementing clinical processes that assure efficient and effective patient flow and access to care, participating in evaluating and integrating health care technology and information management systems that support the delivery of patient care, and evaluating and making recommendations about equipment used to care for patients
- Foster an interdisciplinary approach to patient care and plan and develop initiatives to support the primary care model
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

## Basic Qualifications

- Graduate of accredited nursing program
- Minimum of 1 year relevant work experience

## Additional Qualifications and Skills

- Bachelor of Science degree in Nursing
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Knowledge of and previous experience working with an electronic medical record
- Ability to organize tasks, problem solve, and respond in times of multiple demands and urgent situations
- Minimum of 2 years' experience in a specialty clinic or ambulatory setting with 1 year experience in triage
- For Urgent Care, previous Urgent Care or Emergency Department experience
- Supervisory experience

## Certificates and Licenses

Registered Nurse license in Massachusetts

## Physical Requirements

- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
- Ability to stand for extended periods

## Working Conditions

- May be required to work nights and weekends