

Health Care Job Function

HLT Nurse Mgt IV

Grade: 58

Job Code: W0658M

Job Family: Nursing

Job Family Matrix: [Nursing Matrix](#)

Summary

Lead the planning of professional nursing services and patient care for students, staff, and faculty. Ensure compliance with physician 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
- Responsible for 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

- Master's degree
- Graduate of accredited nursing program
- Minimum of 2 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Ability to organize tasks, problem solve, and respond in times of multiple demands and urgent situations
- 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