

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 002304
Grade 25**

NURSE MANAGER

DEFINITION OF CLASS:

This is supervisory and program management professional community health and nursing work involving either supervising a group of professional nurses and other personnel engaged in providing the full range of community health services within an assigned geographic or programmatic area; or planning, coordinating and directing the operation and supervising staff providing community health and nursing services for a single program or closely related group of programs. Clients served are of all ages from diverse cultural backgrounds. Contacts are with clients, staff supervised, higher level administrators, physicians, other Health Department/County Government/school personnel, public and private health-related and social service agencies for the purpose of providing direct specialized care, consultation, supervision, teaching, exchanging information, resolving problems and coordinating care in order to realize the goals of community health nursing within the assigned program. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

A Nurse Manager performs work which requires reviewing, analyzing and interpreting considerable program-related information and data; developing, recommending, and implementing new and revised program policies and procedures; and consulting with staff to resolve program/client problems. Work is performed under the direction of a higher level nurse or administrator, who provides guidance and assistance with unusual problems or situations for which there are no clear precedents, and in accordance with the Maryland Nurse Practice Act; established departmental policies, procedures and practices; Federal, State, and County laws and regulations, with latitude for independent judgment, i.e. modifying existing procedures or adopting different approaches and methods. Work is usually performed in an office/clinic/school environment and involves some standing, walking and traveling between work sites. Performance of this work presents no significant hazards.

EXAMPLES OF DUTIES: (Illustrative Only)

- Plans, assigns, reviews, and evaluates the work of professional nursing and other subordinate staff within the assigned program area in order to assure the delivery of quality nursing care in accordance with local, State and Federal laws and recognized professional standards.
- Develops, directs, coordinates, and evaluates the operation of a single health program or closely related group of programs.
- Provides clinical expertise to staff regarding difficult case resolution and operational problems within the delivery system.
- Ensures health services provided are in accordance with departmental policies, Code of Maryland laws and regulations, Maryland State Health Department protocols, and professional nursing standards for quality care.
- Develops, recommends, interprets (to departmental staff and the community) and implements departmental and program policies and procedures.

- Collects, analyzes and interprets program data; submits monthly, quarterly, and annual written reports of program activities, accomplishments, etc., to a higher level administrator.
- Reviews and analyzes health records for accuracy, completeness and impact on service delivery.
- Provides direct specialized nursing care to clients as necessary to meet program needs and to serve as a role model/teacher for staff.
- Develops, interprets and monitors quality assurance standards.
- Develops and updates program manuals and other instructional materials.
- Serves on intra/interagency committees as specific program representative.
- Provides input to budget development by preparing program narrative and statistical information.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of nursing and public health theories and practices required to provide community health nursing care to individuals, families and the community.
- Thorough knowledge of the medical/legal policies, guidelines, principles, and standards governing public health in the area of specialization.
- Considerable knowledge of nursing consultation, teaching and supervision methods and techniques.
- Considerable knowledge of available community resources for referral.
- Considerable knowledge of applicable Federal, State and County laws and regulations.
- Considerable knowledge of selected pharmaceuticals, their desired effects, side effects and complications which may arise from their use.
- Considerable knowledge of literature and current developments in area of specialization.
- Skill in applying technical nursing procedures.
- Skill in operating medical and nursing equipment.
- Ability to plan, implement and evaluate community health nursing programs in the assigned field of specialization.
- Ability to supervise professional nursing and other subordinate staff.
- Ability to establish and maintain effective working relationships with associates, and representatives of other agencies and health care facilities. Ability to analyze and interpret data and prepare comprehensive reports.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to monitor and evaluate contractor performance.
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years of full-time equivalent post-licensure experience as a nurse, two (2) years of which must have been in community health nursing.

Education: Graduation from a National League for Nursing accredited college or university or an equivalent program as determined by the Maryland State Board of Nursing Examiners with a Bachelor's Degree in nursing and a Master's Degree in a nursing specialty or other health or management discipline.

Equivalency: An equivalent combination of education and experience may be substituted.

NOTE: For Nurse Manager positions, experience/education applicable to the program area where the vacancy exists may be required.

LICENSE:

- Possession of a current license to practice as a Registered Nurse in the State of Maryland* issued by the Maryland Board of Examiners is required at the time of appointment. If the license is temporary, a regular Maryland RN license must be obtained within ninety (90) days of appointment.
- If applicable, certification as a Nurse Practitioner in the State of Maryland issued by the Maryland State Board of Nurse Examiners.
- *The State of Maryland accepts as valid the current RN licensure from a candidate's primary state of residence if that state has an interstate compact with Maryland. The states having this interstate compact are Arizona, Arkansas, Delaware, Idaho, Iowa, Maine, Mississippi, Nebraska, New Mexico, North Carolina, North Dakota, South Dakota, Tennessee, Texas, Utah, Virginia, and Wisconsin. (*This equivalency only applies to candidates whose primary residence is not Maryland).

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD: (may vary according to assignment)

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

NOTE:

Individuals appointed or promoted to a position in this class in the Department of Correction and Rehabilitation will be required to serve a probationary period of twelve (12) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam.

Class Established: May 1985

Classification Study: May 1993 (M)

February 2006

August 2013

October 2014

(Probationary Period) February 2020