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# Example of Lead Nurse Job Description

Our company is growing rapidly and is looking to fill the role of lead nurse. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for lead nurse

* Assign staff to work files to ensure appropriate and equitable resource allocation and prioritization to outstanding workload
* Review daily/weekly/monthly system reports summarizing inventory and staff performance to identify outstanding issues
* Completes monthly Quality Audit reviews for employees
* Maintains Quality Audit scores/trends
* Provides feedback to management on Quality Audit findings/results
* Responds to Quality Audit questions/discrepancies timely and in accordance with department policies and procedures
* Develops and maintains training materials for all staff, functions and policies
* Prepares and completes training documentation completed per employee
* Communicates process changes/updates as applicable
* Provides complete and actionable feedback to staff and management in a timely manner

## Qualifications for lead nurse

* Minimum of 2 years nursing experience as NP
* Must able to use a computer proficiently for typing reports, managing time, researching diagnoses, communicating via e-mail
* Minimum Associate degree in Nursing or RN Certification required
* Certifications in audiometry, pulmonary function, breath alcohol, CPR and first aid preferred
* Three to five years floor nursing experience required
* Knowledge and experience with disability management, basic ergonomics, ADA, HIPAA, FMLA, OSHA, workers compensation, accommodation solutions and medical surveillance regulatory requirements preferred