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# Example of Nursing Administration Job Description

Our company is growing rapidly and is looking to fill the role of nursing administration. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for nursing administration

* Assigns cases to ordered disciplines and updates computer
* Schedules staff appropriately on an ongoing basis per physician orders
* Maintains appropriate admission logs and other logs as needed
* Review Daily Activity Summaries for completeness
* Maintains recertification file and initiates recertification process
* Monitors computers/paper submissions of admissions and recertification to assure timely submission
* Prints updated patient list every Wednesday and Friday and distributes to appropriate staff
* Fills supply orders per staff requests
* Maintains on-call records for all staff performing call, assuring that records are present for each day of call
* Provide assistance to Patient Care Supervisors as needed/requested

## Qualifications for nursing administration

* Interpersonal skills necessary in order to provide effective leadership, maintain a variety of internal and external contacts
* Work cooperatively with a variety of Hospital managers, executives and staff
* Analytical abilities necessary in order to evaluate delivery of care systems and nursing results
* BSN (or current RN pursuing BSN to achieve within 3 years of start date.)
* 5 years of current hospital bedside RN experience at minimum required
* ACLS, PALS, or PALS will be additionally required base on the area of specialty assigned