Downloaded from <https://www.velvetjobs.com/job-descriptions/registered-nurse-manager>

# Example of Registered Nurse Manager Job Description

Our growing company is looking for a registered nurse manager. 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 registered nurse manager

* Oversight of all assigned work of subordinates, including work assignments and breaks
* Unit leader for SPS teams, including staff, educators, lead technicians, , in provision of Veteran care in the SPS department
* Schedules developed and posted a minimum of 14 days prior to assignment
* Ensuring department is staffed utilizing IAHCSMM guidelines
* Granting leave and posting time per established policy and time lines
* Resolving all leave exceptions within pay period
* Posting time changes daily
* Completing and submitting unit time and attendance reports with recommended actions by 15th of month following end of quarter
* Writing and submitting proficiencies and performance evaluations within established time frames and by established policy
* Recognizing staff through informal and formal awards and recognition venues (5 Star, Nurse Excellence, Employee of the Month)

## Qualifications for registered nurse manager

* Bachelor of Science in Nursing or equivalent relevant work experience
* Med/Surg Oncology clinical RN experience
* Previous charge/team lead/supervisor/manager experience
* BLS require
* Two years of nursing experience required, supervisory or managerial experience preferred
* Minimum seven years actively practicing as a registered nurse' previous Oncology experience