

HOAC t/a Seashore Gardens Living Center

OPERATIONS *POLICY AND PROCEDURE* MANUAL JOB DESCRIPTIONS

REGISTERED NURSE (RN) STAFF NURSE

Department Assigned: *Nursing*

Supervisor: *DON/ADON/RN Supervisor*

Purpose of Your Job Position

The RN staff nurse is responsible to perform duties such as, but not limited to, those outlined below; renders professional nursing care to residents within the assigned nursing unit, in support of medical care, pursuant to the objectives and policies of the home; exercises good judgment and respects confidential matters; works effectively with others to ensure that Quality of Care and Quality of Life for each resident is delivered in compliance with Federal, State and local requirements.

DUTIES AND RESPONSIBILITIES

Administrative and Nursing Care Functions

1. Performs professional nursing services, which include resident assessment, care planning, vital signs, and the administration of all medications and treatments as ordered, and in accordance with accepted standards of clinical practice.
2. Must be prompt, dependable, honest, patient, caring and willing to work under supervision.
3. Consistently presents a well-groomed appearance.
4. Acknowledges that all residents are everyone's responsibility by responding to residents' requests for help and assuring that immediate needs are met, regardless of assignment.
5. In the absence of Nursing Management assumes overall responsibility for the delivery of care and services to all residents on the nursing unit, to include accurate completion of the 24 hour nursing report and effective communication to oncoming shift personnel.
6. In the absence of Nursing Management, receives and verifies the accurate transcription of physicians' orders, and assures that these orders are implemented accurately and professionally.
7. Maintains and aesthetic environment in an effort to make it clean, safe and organized.
8. Performs administrative duties regarding assigned residents, such as completing medical forms, reports, evaluations, studies, charting, etc.
9. Participates in facility surveys (inspections) made by authorized government agencies.

Administrative and Nursing Care Functions *(continued)*

10. Assists the Quality Assessment & Assurance Committee in developing and implementing appropriate plans of action to correct identified deficiencies.
11. Participates in Quality Assessment and Assurance audits when assigned to do so.

Personnel Functions

1. Consistently works cooperatively with residents, family members, physicians and other personnel of the home.
2. Supervises ancillary nursing personnel to assure effective implementation of the care plan and adjusts the assignments in the absence of the unit manager.
3. Assigns/directs nurse aids, on daily basis, to specific jobs related to the resident's individualized plan to ensure quality resident services. (i.e., preparation of residents for specific activities, restorative ambulation/passive range of motion exercises, and distribution of nourishments and fluids)
4. Attempts to reconcile the dissatisfaction of personnel and/or refers them to the unit manager or designee, as necessary, in an objective manner. Documents the specifics of all personnel incidents on a designated form and submits this report within 24 hours to Nursing Management.

Medical Care Functions

1. Welcomes residents and orients them to the environment.
2. Assesses and evaluates the immediate needs of residents on admission, and daily, and communicates the results of this evaluation to the DON/ADON or designee or designee.
3. Communicates with DON/ADON or designee any unusual observations, emergency care, family concerns, or any changes that affect the quality of resident care.
4. Documents episodic events in the clinical record according to nursing practice standards.
5. Communicates and instructs or performs, as necessary, activities of daily living, restorative and rehab nursing, as outlined in the resident's care plans.
6. Communicates with resident, family, peers and ancillary staff to promote quality care.
7. Provides for the emotional support of the residents, when needed, by recognizing, understanding, and respecting their psychosocial, cultural, religious and economic needs.
8. Performs nursing functions and techniques for the comfort and well-being of the residents.
9. Participates in the management of the Resident Assessment Instrument by collecting data for observation periods and communicating these observations to the Interdisciplinary Team (IDC) in a timely manner.

Staff Development

1. Participates in staff meetings and in-house inservice programs, as designated, as well as other educational programs to maintain knowledge of current professional nursing practices.
2. Participates in the orientation and instruction of all new nursing employees assigned to the unit. May be designated to be preceptor.
3. Promotes education and training for nursing staff.

Safety and Equipment

1. Accounts for controlled substances and needles and syringes according to the home's policy and state law.
2. Has knowledge of, and is able to implement the use of, fire fighting equipment, safety precautions, and disaster safety evacuation plan.

Resident Rights

1. Maintain the confidentiality of all resident care information.
2. Provides care and services that assures the residents' right to a dignified existence by maintaining privacy and dignity at all times.
3. Report any complaints or grievances made by residents regarding their medical care to the Nursing Offices. Maintain a written record of any resident's complaints or grievances with a notation of actions taken.
4. Report and investigate all allegations of resident abuse and/or misappropriation of resident property.

Scope of Supervision:

1. Responsible for RN's, LPN's, nurse aides, and other nursing personnel, as designated by the DON/ADON or designee.

Education Requirements & Experience

1. Must be a graduate of an accredited college or university and possess a current, valid nursing license in the state of New Jersey. Three (3) years experience in nursing may be substituted for a bachelor's degree.
2. Experience in an extended health care facility preferred.

Working Conditions

1. Works in a well lighted area that has comfortable temperatures.
2. Frequent exposure to odors and noise, as well as infectious diseases. During emergencies, may be subject to heat, cold, and bad weather.

Specific Requirements

1. Must be able to follow oral and written instructions and communicate effectively, verbally and in writing, in English. Effective telephone and interpersonal skills are essential.
2. Must be able to problem solve, assess, analyze reason, and read.
3. Must be able to calculate medication dosages and demonstrates sound judgment during emergency situations.

Physical and Sensory Requirements *(With or Without the Aid of Mechanical Devices)*

1. Must demonstrate emotional stability and be able to relate to and work with the ill disabled, elderly, and emotionally disturbed.
2. Must be able to see near and far, depth and color with acuity, or with the use of prosthetics. Must be able to hear with acuity, or with the use of prosthetics
3. Must be able to push, pull, move, and/or lift a minimum of (35) fifty pounds to a minimum height equivalent to the height of the employee and be able to push, pull, move, and/or carry such weight a minimum distance of (100) one hundred feet.
4. Must be able to stand and walk on a constant basis.

Acknowledgment

The job description is not intended to be all inclusive. The employee will also perform other reasonable related business duties assigned by Management.

Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and not intended to imply written or implied contract of employment.

I have read and I understand this job description. I agree to accept the responsibilities and duties and fulfill requirements as outlined above.

Signature - Staff Nurse RN

Date

Signature - Director of Nursing

Date