

## Job Description

**Position Title:** Registered Nurse

**Reports To:** Director of Nursing or Assigned Nursing Supervisor

### **Job Summary:**

Provides, plans, coordinates or manages nursing care, nursing services and health education to nursing home residents.

### **Essential / Duties & Responsibilities**

#### Supervisory Responsibilities

- Supervises nursing care provided by nursing assistants, licensed practical nurses and others for who they are administratively or professionally responsible.
- Carries out supervisory responsibilities in accordance with the organizational policies and applicable laws. Supervisory responsibilities include:
- Train employees
- Plans, assigns and directs work
- Prepares work assignments sheets
- Receives calls and finds replacement for absent staff.
- Transfers employees among units as needed.
- Prepares performance evaluations with the understanding such evaluations impact tenure of probationary employees and non-probationary employees.
- Schedules and adjusts lunch and rest breaks.
- Receives and resolves employee complaints.
- Determines rotation of employees within the unit.
- Monitors and corrects job performance of employees
- Is in charge of facility in absence of higher-ranking management officials.
- Uses independent judgement and discretion on behalf of the organization and the performance of these duties.

#### Other Responsibilities include:

- Uses a systematic approach to provide individualized nursing care.
- Performs nursing assessments regarding the health status of the resident
- Contributes to the resident assessment (MDS/RAP's) and the development of a Plan of Care.
- Makes nursing diagnoses which serve as the basis for the strategy of care
- Develops a Plan of Care based on assessment, implementing nursing care.
- Evaluates the residents response to nursing interventions
- Selects and institutes nursing intervention that might be required to stabilize a resident condition and/or resident complications
- Consults with physician or licensed independent practitioner as needed.
- Clarifies order or treatment regimen as needed

- Knows the rationale for the effect of medications and treatments and administers same
- Reports and documents the resident symptoms, responses and status
- Designs, promotes and organizes resident education and counseling based on health needs
- Collaborates with resident, members of the health delivery team, and when appropriate, the resident's significant other (s) in the interest of the resident healthcare delivery
- Consults with, utilizes and initiates referrals to appropriate community agencies and healthcare resources to provide continuity of care
- Plans, organizes, manages and coordinates nursing rehabilitation/restorative nursing care
- Initiates nursing interventions which promote resident's ability to adapt and adjust to living as independently as possible
- Includes skill practice in such activities as:
  - Walking and mobility
  - Dressing and grooming
  - Eating, swallowing
  - Bowel and/or bladder retraining
  - Transferring, amputation care
- Seeks to improve or maintain resident function in physical abilities and activities of daily living
- Plans, schedules and documents specified nursing staff that carry out nursing rehabilitation/restorative nursing activities.
- Incorporates training and skill practice activities which include repetition, physical or verbal cueing and task segmentation
- Coordinates and plans nursing interventions with therapies (PT, OT, ST, and RT). Keeps others informed about the status of residents condition and nursing rehabilitation/restorative nursing care
- Reports changes in resident condition and nursing rehabilitation/restorative nursing needs
- Teaches nursing assistants the use of nursing rehabilitation/restorative nursing and preventative measures.
- Follows procedures related to the use and maintenance of nursing rehabilitative/restorative nursing equipment and supplies
- Documents the nursing rehabilitation/restorative nursing care and services provided
- Makes resident rounds to assess physical and emotional status and to initiate nursing interventions
- Responds to resident and family concerns; so that concerns are documented and corrected
- Coordinates admission, discharge and transfer of residents
- Obtains report from nurse he/she is relieving, provides report to nurse coming on duty and keeps the Director of Nursing or others as appropriate informed about the

status of resident and related matters; performs or supervises documentation of resident care.

- Performs or supervises the review of medication and treatment records
- Performs or supervises the administration and documentation of medications, enteral nutrition and treatments per the physician's order and records such.
- Performs or supervises the ordering and receipt of medications
- Performs or supervises the serving and documentation of prescribed diets and fluid intake
- Performs or supervises the count of narcotics, signing for count and exchange of keys to medication carts and medication room.
- Checks emergency equipment (oxygen and suction)
- Demonstrates procedures related to the use of nursing equipment and supplies
- Accepts those nursing assignments that are commensurate with one's own educational preparation, experience, knowledge and ability; obtains instructions and supervision as necessary when implementing nursing procedures or practices
- Performs other duties or functions as directed by the Director of Nursing or designee.

**Resident Rights:** Promotes residents' rights; assists residents to make informed decisions; treats residents with dignity and respect; reports suspected abuse or neglect; resolves grievances; supports independent expression; choice and decision making.

**Leadership:** Demonstrates willingness to try new tasks; generates new ideas for change; evaluates and recognizes priorities; selects effective team members; challenges others to learn; keeps current and integrates new information; communicates and models organization values; fosters high performance; recognizes need for and provides adequate resources.

**Quality Improvement:** Applies quality improvement methods and techniques; assists in data collection; identifies processes for improvements in daily work and educates new employees in team building processes.

**Environment of Care:** Demonstrates understanding of fire and emergency procedures; participates in fire and disaster drills; maintains emergency supplies and equipment; demonstrates understanding of safety and security procedures; applies safety and security precautions; demonstrates understanding of hazardous materials plan; demonstrates proper use of equipment.

**Infection Control:** Applies hand washing principles during daily work; demonstrates understanding of isolation precautions; recognizes signs and symptoms of infection and complies with the employee health program; demonstrates understanding of the process for identifying and handling infectious waste, maintains personal hygiene; complies with OSHA standards in the work place; and demonstrates understanding of cross-contamination.

**Information Management:** Enters or records data; promotes confidentiality of resident information; logs onto the system using own password; logs off the system when leaving work station; reports suspected violation of security/confidentiality issues.

**Interpersonal Skills:** Demonstrates active listening techniques; gains support through effective relationships; treats others with dignity and respect; seeks feedback; sets clear standards for performance; evaluates job performance and provides effective feedback; establishes systems to measure effectiveness; efficiency and service; creates and maintains reporting mechanisms.

**Continuing Education:** Attends in-service and education programs; attends continuing education required for maintaining of professional certification or licensure.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, use hands or fingers, reach with hands and arms, talk or hear. The employee is occasionally required to sit, climb or balance and stoop or kneel.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to blood or other body fluids, fumes or airborne particles and toxic caustic chemicals. The noise level in the work environment is usually moderate.

**Employee Acknowledgement**

I have read the above the Job Description and understand the requirements and expectations of the position of Registered Nurse for Creekview Nursing and Rehab.

**Signed:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date