|  |  |
| --- | --- |
| **Community:** | Garden Spot Village |
| **Department:** | Household |
| **Reports to:** | Household-->D.O.N. |
|  |  |
| **Overview:** | The purpose of this position is to • assist the Director of Nursing Service in assessing resident care needs and implementing appropriate action • implement nursing policies and procedures • supervise staff for the nursing department, and • supervise the quality of nursing care provided to residents. |
|  |  |

**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Treats all information about residents, their condition and family as confidential.
* Counsels certified nursing assistants and recommends personnel action(s) to the Director of Nursing Service as necessary.
* Observes infection control procedures relating to nursing services.
* Responsible for the safety of residents under his/her care or supervision.
* Observes all facility safety policies and procedures.
* Comes to work as scheduled and consistently demonstrate dependability and punctuality.
* Consistently works cooperatively with administration, nursing service personnel, physicians, community agencies, residents, families and consultants.
* Comes to work in a clean, neat uniform and consistently present an appropriate professional appearance.
* Accepts assigned duties in a cooperative manner.
* Assumes accountability for data contained in the employee handbook.
* Directs, evaluates, and supervises all resident care and initiates corrective action.
* Makes daily resident rounds and reports status of nursing care to the Director of Nursing Service and Administrator.
* Supervises implementation of nursing rehabilitation and restorative program.
* Assists with analysis of incident and accident investigation reports to determine cause(s) and implement corrective action(s), when appropriate.
* Completes residents' MDS assessments and care plans with follow-up action as necessary in a timely manner.
* Reviews residents admitted and compares physician orders with each resident's plan of care to assure appropriate implementation of the physician's plan of care.
* Participates in the Quality Assessment and Assurance Program, for the nursing department, in cooperation with the Quality Assurance Committee.

**Essential Functions (Cont.)**

* Participates in interdisciplinary care plan team and weekly Medicare meetings.
* Maintains confidentiality of resident and facility information.
* Identifies safety hazards and initiates corrective action as necessary.
* Assesses resident equipment and supply needs, and makes recommendations to the Director of Nursing Service.
* Completes reports and assignments accurately and adheres to established time schedules.
* Establishes open lines of communication between all nursing personnel and consistently takes follow-up action as necessary.
* Attends all in-services and training sessions relevant to the position.
* Participates in activities for residents in their household, geared to the interest and abilities of the residents, subsequently documenting activity participation and responses in Point Click Care.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* Registered by the Commonwealth of Pennsylvania as a licensed registered nurse.
* Possesses initiative, judgment, dependability, and leadership skills.
* Possesses the ability to work cooperatively with others and is able to delegate wisely.
* Possesses the ability to teach skills necessary to the appropriate completion and documentation of necessary information.
* Possesses basic computer data entry skills.

**Equipment to be Used**

* Must possess knowledge of computer, fax, telephone, copier, Nurse Call System, Security and Fire System, Point Click Care.
* Mechanical lifts, Oxygen Concentrators, Wheelchairs and Geri-chairs, Electronic Thermometers, Scales, Sphygmomanometers, Stethoscope, Electric beds, Pulse Oximeter.

**Working Conditions**

* May rotate shifts as needed and work Saturdays, Sundays and holidays as scheduled.
* May need to be available for occasional evening and weekend activity program and to assist during weather emergencies.
* Is subject to exposure to infectious waste, disease, including Influenza, TB, HIV, Hepatitis B & C viruses, and Corona viruses. Universal precautions are to be followed at all times.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Director Signature Date