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| **Community:** | Garden Spot Village |
| **Department:** | Household |
| **Reports to:** | Director of Health Care Services |
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| **Overview:** | The purpose of this position is to provide nursing management, set resident care standards for all direct care providers and provide complete supervision and management for the nursing department. |
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**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.
* Contributes to creating and maintaining a work climate that encourages positive staff morale, motivation and commitment to the mission of the organization.
* Assumes responsibility for ensuring that a Person Centered Care philosophy is integral to all aspects of care provided to residents by the nursing department.
* Assumes responsibility for the development of nursing service objectives and performance standards of nursing practice for each category of nursing personnel.
* Assumes accountability for the development, organization and implementation of approved policies and procedures.
* Directs, evaluates and supervises all resident care and initiates corrective action as necessary.
* Assesses resident care needs and assists in the development of individualized plans of resident care.
* Assumes responsibility for the management and monitoring of the Minimum Data Set (MDS).
* Assesses resident pre-admission and/or admission information and determines appropriate level of care.
* Assumes responsibility for development and implementation of nursing rehabilitation and restorative programs.
* Analyzes Quality Indicator reports, identifies concerns and implements corrective action to improve resident care.
* Assumes responsibility for analysis of incident and accident investigation reports to determine cause(s) and implements corrective action(s), when appropriate.
* Evaluates resident care as related to individualized resident needs, family involvement and the physician's plan of care for the resident.
* Oversees and monitors resident care conferences.
* Assesses resident responses to medication and treatments and makes appropriate recommendations for nursing action to be implemented.
* Reports problems to the Administrator; conducts daily resident rounds and initiates corrective actions.
* Identifies safety hazards and initiates corrective action.
* Directs and implements nursing service educational programs including, but not limited to, orientation and in-service for licensed and unlicensed nursing personnel.
* Attends all in-services and training sessions relevant to the position.

**Essential Functions (Cont.)**

* Conducts staff meetings with all shifts for the purposes of planning, coordinating and implementing nursing service policies and procedures.
* Demonstrates consistent management of nursing service problems and emergency situations.
* Assumes responsibility for nursing service compliance with federal, state and local regulations.
* Participates in the planning and implementation of the nursing service budget.
* Consistently operates nursing service within the established budget guidelines.
* Directs allocation of nursing service equipment and supplies within the facility and establishes guidelines for efficient and economical utilization of supplies and equipment.
* Ensures availability of equipment for nursing personnel.
* Assesses equipment and supply needs and makes recommendations to the Administrator.
* Directs and supervises scheduling of employees within established guidelines for the allocation of nursing service personnel on duty.
* Recommends to the Administrator, the number and level of personnel to be employed.
* Conducts interviews, hires nursing service employees, conducts counseling interviews and initiates disciplinary action as necessary.
* Oversees the written employee performance evaluations for CNAs and initiates recommendations for salary increases, promotions and terminations for all nursing positions.
* Oversees and completes individualized coaching for all nursing positions.
* Responsible for providing all needed documentation to all regulatory agencies and for complying with all reporting requirements.
* Participates in QA and a QAPI facility.
* Consistently makes accurate levels of care determinations, based on the physician's recommendations and a resident’s plan of care.
* Creates management reports and special assignments and adheres to the established timelines.
* Establishes and maintains open lines of communication with consultants and consistently takes follow-up action on recommendations.
* Establishes good public relations with hospital discharge coordinators and social service consultants.
* Communicates daily with nursing personnel providing clear, concise information as well as specific assignments.
* Consistently demonstrates responsibility, accountability and dependability.
* Observes infection control procedures relating to nursing services.
* Is 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 demonstrates dependability and punctuality.
* Comes to work in neat, clean attire and consistently presents an appropriate professional appearance.

**Essential Functions (Cont.)**

* Consistently works cooperatively with residents, residents' representatives, facility staff, physicians, consultants and ancillary service providers.
* Abides by current laws and organizational policies and procedures designed and implemented to promote an environment which is free of sexual harassment and other forms of illegal discriminatory behavior in the workplace.
* Attends all mandatory in-service training programs and required meetings.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* Registered by the Commonwealth of Pennsylvania as a licensed registered nurse.
* At least one year experience or education in Nursing Administration or Supervision and at least three years’ experience in Long Term Care.
* Embrace Person Centered Care philosophy and culture change, in the long-term care setting.
* Knowledge of Long Term Care regulations.
* Ability to cope with the stress of changing and unexpected situations.
* Must have analytical ability in identifying and solving problems.
* Understands how to manage, delegate and motivate people.

**Equipment to be Used**

* Must possess knowledge of computers, fax machines, telephones, copiers, the Nurse Call System, security and fire systems, mechanical lifts, oxygen concentrators, wheelchairs and geri-chairs, electronic thermometers, scales, sphygmomanometers, a blood pressure cuff, stethoscopes and all other appropriate medical equipment.
* Must possess knowledge of PointClickCare electronic medical software or other comparable electronic medical software.

**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 Tuberculosis, AIDS, and Hepatitis B 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.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date