

Registered Nurse Job Description
Community Memorial Home

Department: Nursing

Effective: 4/26/16; Revised: 8/15/17NS

Supervisor: Director of Nursing

Qualifications:

Must possess a current and active Minnesota state RN license and be CPR certified

Must maintain professional standards in appearance and performance

Must be able to read, write, speak and understand the English language.

Must be in good general health and demonstrate emotional stability.

Must possess the ability to make independent decisions when circumstances warrant such action using critical thinking skills

Must be able to deal tactfully with staff, residents, family members, visitors, government agencies, and the general public.

Be knowledgeable of nursing and medical practices and procedures, as well as State and Federal laws, regulations and guidelines that pertain to long term care.

Have leadership and supervisory skills which can motivate and direct the activities of other.

Must be flexible in daily routine while working under pressure.

Displays a patient, tactful, cheerful, and enthusiastic disposition. Must be able to relate to and work with ill, elderly, emotionally upset and at times hostile residents.

To seek out new nursing methods/principles and to incorporate them into existing nursing practice as appropriate.

Must have the ability to relate information concerning a resident's condition to resident families and to other nurse co-workers and staff as appropriate.

Be able to complete and document nursing assessments as assigned.

Basic computer skills and knowledge of Point Click Care

Have good communication skills both verbal and written

Purpose:

The RN's primary purpose is to utilize the nursing process and critical thinking skills in planning and providing direct care to residents and to be responsible for organizing and prioritizing resident needs, conditions, nursing interventions and activities in the clinical area. He/she serves as a clinical resource person for nursing staff as well as overseeing the delivery of care and assisting nursing staff to perform their duties in a manner that ensures that the highest degree of quality care is maintained at all times.

Responsibilities:

To maintain resident rights and adhere to the CMH/ Minnesota Freedom From Abuse, Neglect & Exploitation policies/procedures.

To facilitate 24 hour quality care delivery to residents of Community Memorial Home in accordance with current State and Federal rules, regulations and guidelines that govern CMH.

Monitor residents for areas of decline and determine if appropriate action and referrals are made, with documentation as appropriate.

Read and follow departmental safety policies and general safety rules of CMH. To report accidents/ injuries sustained on the job immediately to supervisor and complete documentation.

Ensure that nursing services work areas (ie, nurse's station, medication/treatment room, med carts) are kept clean and maintained in a safe manner.

Make daily rounds of residents to assess and evaluate the residents' physical and emotional state.

To address resident concerns/complaints in a timely fashion to ensure patient satisfaction and if unresolved to file a grievance to Social Services.

To notify the resident's physician and/or resident representative when there is an incident involving the resident or change in the resident's condition.

To help orient and supervise new hires and less experienced staff on their job duties.

To update resident medical records with services provided, health condition and response to treatments.

To educate resident and families on significant health status, medication or treatment changes as needed.

To help develop/revise individual care plans on admission and preparing for discharge to meet the resident's needs and achieve treatment goals reflecting the assessment and revision of the care plan ensuring that nursing personal are aware and administering daily care to residents.

Obtain sputum, urine, blood and other specimens for lab tests PRN.

Administering professional services within the scope of nursing practice such as: catheterization, tube feedings, suctioning, applying/change dressings, packs, irrigation, wound vacs, and IV administration as required.

Ensure that nursing personnel follow established infection control procedures such as hand hygiene and use of PPE's.

Make rounds with physician as needed.

Receive and transcribe telephone, faxed or verbal orders from physicians and record in PCC. To fax pharmacy with new or changed medication orders.

Ensure that medications and treatments are properly administered as ordered by the physician. Assess and evaluate the residents' responses to medication and treatments including PRN medications and inform physician as appropriate.

Provide direct nursing care as needed.

Supervise and assist PRN distribution of nourishment and monitor food intake as appropriate. May assist residents' with eating as needed.

Perform assessments and documentation timely as per policy/procedures.

Maintain confidentiality of all resident care information (PHI) as per HIPAA regulations.

Admit, transfer and discharge residents as required.

Give/receive nursing report at beginning/end of shift and count controlled medications, if needed.

Monitor nursing care to assure that all residents are treated fairly with kindness, dignity and respect.

Create and maintain an atmosphere of warmth, personal interest, and positive emphasis as well as a calm environment throughout the shift.

Be knowledgeable of nursing and medical practices/procedures, as well as State & Federal laws, regulations/guidelines that pertain to long term care.

Prepare and administer medications or treatments as ordered by physician in accordance with CMH policies/procedures.

Other tasks assigned to you by the DNS or Administrator.

To be committed to activities to optimize the treatment of infections while reducing the adverse events associated with antibiotic use and slow down the development and spread of antibiotic resistance

Working Conditions:

- Subject to frequent interruptions
- Is involved with residents, staff, families, visitors, surveyors, etc. under all conditions and circumstances
- Is subject to hostile and emotionally upset residents, family members, staff and visitors
- Communicates with medical staff, department personnel and other department staff.
- May work beyond normal working hours and in other positions temporarily, when necessary.
- Is subject to callback during emergency conditions (e.g. severe weather, evacuation, post disaster, etc).

Supervision of Nursing Assistants and TMA's

Ensure that all nursing personnel assigned to you follow our written policies/procedures and Resident care plans.

Provide teaching as needed to personnel assigned to you that procedures are performed properly (i.e., Transfers, lifts, ADL's etc.)

To help complete evaluations of nursing staff as designated; including discussing performance concerns throughout the appraisal period.

Assist with orientation of new staff as well as student nurses.

Properly complete illness/absence forms and assist to find staff to cover absences.

To complete corrective/disciplinary measures done accordance with our disciplinary policies

Physical and Mental requirements:

Must be able to do job according to the following Physical Job Demands:

- Must be able to stand, walk, stoop, reach at/below shoulder, grasp, handle, feel and finger objects frequently.
- Must be able to twist, reach above shoulder height, push/pull med cart and wheelchair frequently.
- Must be able to sit, kneel, squat, and balance occasionally.
- Must be able lift up to 10 pounds frequently and occasionally 11-50 pounds.
- Must be able to see 1-20 feet with/without glasses and distinguish colors constantly.
- Must be able to hear others in face-to-face speech, on the telephone and/or intercom constantly.
- Must be able to smell constantly.

Professional Performance:

- Attend at least 75% of in-services offered by our facility and all mandatory in-services.
- Attend at least 80% of all monthly nursing meetings.
- Complete the annual in-services that are designated online on Healthcare Academy.
- Maintain current CPR certification.
- Will maintain proper dress code and wear your nametag.
- Organize and set priorities to be able to complete necessary tasks of each shift.
- Continually ensure that you are knowledgeable of each resident's disease processes and medications.
- Must have dependable attendance with less than 6 absences in a year and be punctual to work.
- To create and maintain a positive attitude and calm environment.
- To support the mission of the organization.
- To prepare and administer medications as ordered by MD, Physician assistant or Nurse practitioner. Monitor and document effectiveness of medications especially medications given for pain or behavior.
- To order prescribed medications, supplies or equipment as needed.
- Ensuring that personnel providing direct care to residents are providing such care in accordance with the residents' care plan and wishes.
- Completing all necessary charting as required and in accordance with established charting and documentation policies and procedures.
- Maintain the confidentiality of all resident care information per HIPAA
- To follow Advance Directives/Living Will/POLST policies.
- Ensure that staff is aware of new admissions, discharges and deaths.

- Coordinate resident's care with other daily activities such as rehabilitative services and other nursing home functions such as meals and activities.
- Ensure that narcotic records are accurate and accounted for according with Narcotic Control policy. Notify the DNS of all drug/narcotic discrepancies immediately.
- Read and follow departmental safety policies and general safety rules of the facility. Report accidents and injuries sustained on the job immediately to your supervisor.
- To have dependable attendance with less than 6 absences in a year and be punctual to work. To use TimeStar to document your work time.

Summary of Occupational Exposures:

- Bloodborne Pathogens: Tasks and procedures performed by employee involve risks classified by CDC as: Category II (Activity performed without blood exposure but exposure may occur in emergency)
- Specific Task Exposure:
 - General Resident Care: Blood, urine, feces, vomitus, wound exudates, semen/vaginal secretions, other body fluids-cerebrospinal, synovial , pleural, peritoneal, pericardial, amniotic;
 - Handling Soiled Linens and Clothing: Blood, urine, feces, vomitus, wound exudates, semen/vaginal secretions, other body fluids-cerebrospinal, synovial , pleural, peritoneal, pericardial, amniotic;
 - Cleaning Resident Rooms and Common Areas- Blood, urine, feces, vomitus, wound exudates, semen/vaginal secretions.

ACKNOWLEDGEMENT

This job description no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

I have read and understand the essential job functions and the physical/mental abilities required for this job. I have had my questions answered and have been provided a copy of the Job Description which includes the required physical abilities on the job.