

COLUMBIA HEALTH CARE CENTER
Wyocena, Wisconsin

JOB DESCRIPTION

POSITION TITLE: RN - Nurse Manager

SUPERVISOR: Director of Nursing

POSITION OBJECTIVES

The primary purpose of your job position is to supervise the day-to-day nursing activities of your assigned unit. Such supervision must be in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility, and as may be required by the Director of Nursing, to ensure that the highest degree of quality care is maintained at all times.

PERSONAL QUALIFICATIONS

EDUCATION:

- Must possess, as a minimum, a Registered Nursing Degree from an accredited college or university and be licensed in the State of Wisconsin.
- Must have current CPR certification.

EXPERIENCE:

- Prefer two (2) years of clinical and managerial experience in a long-term care facility.

SPECIFIC REQUIREMENTS:

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.'
- Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care (HSS 132).
- Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc. that are necessary for providing quality care.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
- Must be able to relate information concerning a resident's condition.
- Must be able to safely perform * the essential job functions with or without reasonable accommodations.

DELEGATION OF AUTHORITY

As Nurse Manager you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties. Make independent decision concerning nursing care.

MAJOR DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE FUNCTIONS:

- Assist the Director in the planning, developing, organizing, implementing, evaluating, and directing the day-to-day functions of the nursing department in accordance with current rules, regulations, and guidelines that govern the long-term care facility.
- Serves as an administrative resource for the facility in the absence of the Director of Nursing.
- Participate in the developing, maintaining, and updating of written policies and procedures that govern the day-to-day functions of the Nursing Department.
- Ensure that nursing personnel follow the Nursing Procedure Manual, and that it reflects the day-to-day nursing care procedures used by this facility.
- Develop and periodically update nursing service objectives and statements of philosophy.
- Assist in developing methods for coordinating nursing services with other resident services to ensure the continuity of the residents' total regimen of care.
- Ensure that all Nursing personnel are following their respective job descriptions. Participate in developing, maintaining and periodically updating of the written job descriptions for each level of nursing personnel.
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting etc. as necessary.
- Participate in the updating the plan as required.
- Participate in surveys (inspections) made by authorized government agencies.
- Interpret the department's policies and procedures to personnel, residents, visitors, and government agencies as required.
- Complete required documentation for admissions, transfers, and discharges of residents.
- Complete accident/incident reports as necessary.

COMMITTEE FUNCTIONS:

- In the absence of the Director, serve on, participate in, and attend various committees of the facility.
- Assist in preparing written and/or oral reports of the nursing programs and activities to submit to such committees as directed.
- Participate in regularly scheduled reviews by the Medicare committee and follow-up with appropriate personnel.
- Implement recommendations from established committees as instructed by the Director.

PERSONNEL FUNCTIONS:

- Assist the Director in determining the number of licensed nurses and nursing assistants needed for the nursing department to ensure quality care is maintained.
- Recommend to the Director the number and level of nursing personnel to be employed. Assist the Director in the recruitment and selection of nursing service personnel.
- Oversee work assignments, and/or assist nursing supervisory staff in completing and performing such tasks.
- Delegate to each Staff Nurse the administrative authority, responsibility, and accountability necessary to perform their assigned duties.

- Make daily rounds of the Nursing Dept. to ensure that all nursing personnel are performing their work assignments in accordance with acceptable nursing standards. Report findings to the Director.
- Monitor absenteeism to ensure that an adequate number of nursing personnel are on duty at all times. Report problem areas to the Director.
- Review complaints and grievances made or filed by department personnel. Make appropriate reports to the Director as may be necessary.
- Ensure that disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap, or marital status.
- Develop and maintain a good working rapport with inter-department personnel, as well as other departments within the facility to assure that nursing services and activities can be adequately maintained to meet the needs of the residents.
- Assure that dept. personnel, residents, and visitors follow the dept.'s established policies and procedures at all times, including dress codes.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the shift.
- Meet with your shift on a regularly scheduled basis to assist in identifying and correcting problem areas, and/or improvement of services.
- Review and evaluate your department's work force and make recommendations to the Director.
- Participate in determining your shifts staffing requirements, employee performance evaluations, and making recommendations to the Director concerning employee dismissals, transfers etc.

NURSING CARE FUNCTIONS:

- Participate in the assessment and selection of residents for admission to the facility.
- Inform nursing personnel of new admissions, their expected time of arrival, room assignments etc.
- Review nurses' notes to ensure that they are informative and descriptive of the nursing care being provided and that they reflect the resident's response to the care as necessary. Make rounds with physicians as necessary.
- Make daily resident visits during rounds to observe and evaluate their physical and emotional status.
- Monitor medication passes and treatment schedules to assure that medications are being administered as ordered and that treatments are provided as scheduled.
- Monitor MAR for completeness of information, accuracy in the transcription of physician orders, and adherence to stop order policies.
- Provide direct nursing care as necessary.
- Report problem areas to Director. Assist in developing and implementing corrective action.
- Keep the Director informed of the status of residents and other related matters through written/oral reports.
- Ensure that all licensed staff is following our written procedures for the administrations, storage, and control of medications and supplies on your shift.
- Meet with residents, and/or family members, as necessary. Report problem areas to the Director.

- Inspect the nursing service treatment areas in planning resident care, treatment, rehabilitation, etc. as necessary.
- Update the resident's attending physician in planning resident care, treatment, rehabilitation, etc. as necessary.
- Update that the resident's attending physician and next-of- kin when there is a change in the resident's condition.
- Work with the facility's consultants and implement those changes authorized by the Director.
- Start IV's; obtain sputum, urine, blood and other lab test as ordered when necessary.
- Take TPR's, blood pressure, etc. as necessary.
- Admit, transfer, and discharge residents as necessary.
- Assist the Staff Nurse in assessing and monitoring seriously ill residents.
- Inform family members of the death of a resident as necessary.

STAFF DEVELOPMENT:

- Coordinates the development, planning, conducting, and scheduling of in-service training classes that provides instructions on "how to do the job", and ensures a well-educated nursing dept.
- Develop, implement, and maintain an effective orientation program that orients new employee to your shift, its policies and procedures, and to his/her job position and duties.
- Provide leadership training that includes the administrative and supervisory principles essential for your Staff Nurses.
- Encourage your Staff Nurses to attend and participate in outside training programs.
- Assist support services in developing, implementing, and conducting in-service training programs that relate to the Nursing Dept.
- Attend and participate in continuing education programs designed to keep you abreast of changes in your profession, as well as to maintain your license on a current status.

SAFETY AND SANITATION:

- Assist the Safety Coordinator in developing safety standards for the Nursing Dept. as necessary.
- Monitor your shift's personnel to assure that they are following established safety regulations in the use of equipment and supplies.
- Ensure that nursing service work areas (nurses' stations, med prep room, etc.) are maintained in a clean and sanitary manner.
- Ensure that all resident care rooms, treatment areas, etc. are maintained in a clean, safe, and sanitary manner.
- Attend and direct nursing personnel during all fire safety and disaster preparedness drills in safe and professional manner.
- Participate in the development, implementation, and maintenance of the infection prevention program for monitoring communicable and/or infectious diseases among the residents and personnel.
- Ensure that nursing personnel follow established infection prevention procedures when isolation precautions become necessary.

- Participate in the development, implementation and maintenance of the procedures for reporting hazardous conditions or equipment.
- Ensure that nursing personnel follow established hand hygiene techniques in the administering of nursing care procedures.

EQUIPMENT AND SUPPLY FUNCTIONS:

- Recommend to the Director the equipment and supply needs of the department.
- Assure that a stock level of medications ex.C-Box, medical supplies, equipment, etc. is maintained on premises at all times to adequately meet the needs of the resident.
- Participate in the development and implementation of the procedures for the safe operation of all nursing equipment.
- Ensure that only trained and authorized personnel operate the equipment of the Department.
- Ensure that all personnel operate nursing equipment in a safe manner. Monitor nursing procedures to ensure that nursing supplies are used in an efficient manner to avoid waste.

CARE PLANNING AND ASSESSMENT FUNCTIONS:

- Participate in the development of written preliminary and comprehensive assessments of the nursing needs of each resident as necessary.
- Completes MDS's and care planning upon each admission.
- Oversee quarterly and annual MDS's and care plans, review assessments completed by Staff Nurses.
- Oversee the development of a written plan of care for each resident that identifies the strengths, problems/needs of the resident, indicates the care to be given, goals to be accomplished by the nursing department, ensuring resident choice and preferences are incorporated.
- Insofar as practical, encourage the resident to participate in the development and review of his/her plan of care.
- Review resident care plans for appropriate resident strength goals, problems, approaches, and revisions based on changes in condition or preferences.
- Ensure that all personnel involved in providing care to the resident is aware of the care plan and that care plans are used appropriately in administering daily care to the resident.
- Review nurses' notes to determine if the care plan is being followed.

BUDGET AND PLANNING FUNCTIONS:

- Keep abreast of economic conditions/situation, and recommend to the Director adjustments in nursing services that ensure the continued ability to provide quality care.
- Recommend to the Director the equipment needs of the Dept.

RESIDENT RIGHTS:

- Maintain the confidentiality of all residents care information.
- Monitor nursing care to assure that all residents are treated fairly, and with kindness, dignity, and respect.
- Ensure that all nursing care is provided in privacy and that nursing personnel knock before entering the resident's room.

- Ensure that all nursing personnel are knowledgeable of the residents' rights and responsibilities.
- Review complaints made by the resident and make a written/oral report to the Director indicating what action(s) were taken to resolve the complaint and the status of the complaint. Submit a copy to Social Services.

MISCELLANEOUS:

- Assist the Director in planning clinical supervision for nurse aide in-training.
- Assist the Infection Preventionist identifying, evaluating, and classifying tasks that involve potential exposure to blood/body fluids.
- Assure that personnel follow established procedures for the use and disposal of personal protective equipment.
- Assess any injured or ill employee on the premises.
- Assure that appropriate personal protective equipment is accessible to personnel performing tasks involving exposure to blood/bodily fluids.

WORKING CONDITIONS:

- Works in office area(s) as well as throughout the nursing area (ex. drug rooms, nurses' stations, resident's rooms, etc.).
- Sits, stands, bends, lifts and moves intermittently during working hours. Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc. under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
- Communicates with the medical staff, nursing personnel, and other department supervisors.
- Works beyond normal working hours and on weekends and holidays when necessary.
- Is involved in community/civic health matters/projects as appropriate.
- Attends and participates in continuing educational programs.
- Is subject to falls, burns from equipment, odors etc. throughout the workday.
- Is subject to exposure of infectious waste, diseases, conditions, etc. including the AIDS and Hepatitis B viruses.
- Maintains a liaison with the residents, their families, support departments, etc., to adequately plan for the residents' needs.

PHYSICAL AND SENSORY REQUIREMENTS:

(With or Without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the workday.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently, and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must be in good general health and demonstrate emotional stability.

- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
- Must be able to lift, push, and move a minimum of 50 pounds.
- Must be able to assist in the evacuation of residents.

WORKING HOURS:

8-12 hours per day, 40-50 hours per week. Primary hours on the AM and PM shift. May be required to work alternate shifts occasionally for improved communication between shifts.

1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the Director.
2. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communications only and not intended to imply a written or implied contract of employment.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Nurse Manager and agree to abide by the requirements set forth and will perform all duties and responsibilities. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses and that the facility will make available to me, free of charge, the hepatitis B vaccine.

Date

Signature – RN - Nurse Manager

Date

Signature - Dir. of Nursing