

COLUMBIA HEALTH CARE CENTER  
Wyocena, Wisconsin

**JOB DESCRIPTION**

**POSITION TITLE:** Staff Nurse

**SUPERVISOR:** Director of Nursing

**POSITION OBJECTIVES**

The primary purpose of your job position is to provide direct nursing care to the residents, and to supervise the day-to-day nursing activities performed by nursing assistants. 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 or Nurse Manager to ensure that the highest degree of quality care is maintained at all times.

**PERSONAL QUALIFICATIONS**

**EDUCATION:**

- Must be, as a minimum, a graduate of an approved LPN/RN Program.

**EXPERIENCE:**

- None. On-the-job training provided.

**SPECIFIC REQUIREMENTS:**

- Must possess a current, unencumbered license to practice as a RN or LPN in this state.
- 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 a minimum of twenty (20) years of age.
- Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care.
- 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 obtain and maintain CPR certification.

**DELEGATION OF AUTHORITY**

As Staff Nurse you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **ADMINISTRATIVE FUNCTIONS:**

- Direct the day-to-day functions of the nursing assistants in accordance with current rules, regulations, and guidelines that govern the long-term care facility.
- Ensure that all nursing personnel assigned to you follow the written policies and procedures that govern the day-to-day functions of the nursing service department.
- Ensure that the Nursing Service Procedure Manual is followed in rendering nursing care.
- Cooperate with other resident services when coordinating nursing services to ensure that the resident's total regimen of care is maintained.
- Ensure that all nursing service personnel are following their respective job description.
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc., as necessary.
- Participate in the development, maintenance and implementation of the facility's quality assurance program for the nursing service department.
- Assist in planning the nursing services portion of the resident's discharge plan as necessary.
- Participate in surveys (inspections) made by authorized government agencies.
- Make written and oral reports/recommendations concerning the activities of your shift as required.
- Periodically review the department's policies, procedure manuals, job descriptions, etc. Make recommendations for revisions.
- Meet with your assigned nursing staff, as well as support personnel, in planning the shifts services, programs, and activities.
- Interpret the department's policies and procedures to personnel, residents, visitors, and government agencies as required.
- Admit, transfer, and discharge residents as required.
- Complete accident/incident reports as necessary.

### **CHARTING AND DOCUMENTATION:**

- Fill out and complete accident/incident reports. Submit as required.
- Chart all accidents/incidents involving the resident. Follow established procedures.
- Chart nurses' notes in an informative and descriptive manner that reflects the care provided to the residents, as well as the resident's response to the care.
- Complete and file required recordkeeping forms/charts upon the resident's admission, transfer, and/or discharge.
- Receive telephone orders from physicians and record on the Physicians' Order Form.
- Record new/changed diet orders. Forward information to the Dietary Department.
- Transcribe physician's orders to resident charts, cardex, and medication cards, treatment/care plans, as required.
- Report all discrepancies noted concerning physician's orders, diet change, charting error, etc., to the Nurse Manager.

- Perform routine charting duties as required and in accordance with our established Charting and Documentation Policies and Procedures.
- Sign and date all entries made in the resident's medical record.

### **DRUG ADMINISTRATION FUNCTIONS:**

- Prepare and administer medications as ordered by the physician.
- Assure that prescribed medication for one resident is not administered to another.
- Verify the identity of the resident before administering the medication/treatment.
- Order prescribed medications, supplies, and equipment as necessary, and in accordance with our established policies.
- Ensure that an adequate supply of floor stock medications, supplies, and equipment are on hand to meet the nursing needs of the residents. Report needs to the Nurse Manager.
- Ensure that narcotic records are accurate for your shift.
- Dispose of drugs and narcotics as required, and in accordance with our established procedures.
- Review medication cards for completeness of information, accuracy in the transcription of the physician's order, and adherence to stop order policies.
- Notify the Nurse Manager of all drug and narcotic discrepancies noted on your shift.

### **PERSONNEL FUNCTIONS:**

- Inform the Nurse Manager of staffing needs when assigned personnel fail to report to work.
- Develop work assignments, and/or assist in completing and performing such tasks.
- Make daily rounds of your unit to ensure that nursing service personnel are performing their work assignments in accordance with acceptable nursing standards. Report problem areas to the Nurse Manager.
- Review complaints and grievances made or filed by your assigned personnel. Make appropriate reports to the Nurse Manager as required or 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- departmental 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 department personnel, residents, and visitors follow the departments established policies and procedures at all times.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the unit and shift.
- Meet with your shift's nursing personnel, on a regularly scheduled basis, to assist in identifying and correcting problem areas, and/or the improvement of services.
- Review and evaluate your department's work force and make recommendations to the Nurse Manager.
- Participate in determining your shifts staffing requirements, employee performance evaluations, and making recommendations to the Nurse Manager concerning employee dismissals, transfers, etc.
- Give/receive the nursing report upon reporting in and ending shift duty hours.

- Provide leadership to nursing personnel assigned to your unit/shift.

**NURSING CARE FUNCTIONS:**

- Inform nursing personnel of new admissions, their expected time of arrival, room assignment, etc.
- Ensure that rooms are ready for new admissions.
- Greet newly admitted residents upon admission. Escort to room as necessary.
- Make rounds with physicians as necessary.
- Implement and maintain established nursing objectives and standards.
- Cooperate with and coordinate social and activity programs with nursing service schedules.
- Make independent decisions concerning nursing care.
- Notify the Nurse Manager when a resident is involved in an accident or incident.
- Make periodic checks to assure that prescribed treatments are being properly administered by nursing assistants and to evaluate the resident's physical and emotional status.
- Administer professional services such as; catheterization, tube feedings, suction, applying and changing dressings/bandages, packs, colostomy, and drainage bags, taking blood, giving massages, and range of motion exercises, care of the dead/dying, etc., as required.
- Participate in the orientation of new resident/family members to the facility.
- Meet with residents, and/or family members, as necessary. Report problem areas to the Nurse Manager.
- Admit, transfer, and discharge residents as necessary.
- Review the resident's chart for specific treatments, medication orders, diets, etc., as necessary.
- Carry out restorative and rehabilitative programs, to include self-help and care.
- Check foods brought into the facility by the resident's family/visitors to assure that it is within the resident's dietary allowances. Report problem areas to the Nurse Manager and Director of Food Service.
- Inspect the nursing service treatment areas daily to ensure that they are maintained in a clean and safe manner.
- Consult with the resident's attending physician in providing the resident's care, treatment, rehabilitation, etc., as necessary.
- Notify 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 Nurse Manager.
- Call funeral homes when requested by the family. Ensure that established postmortem procedures are followed.
- Use restraints when necessary and in accordance with our facilities policies and procedures.
- Make independent decisions concerning nursing care.
- Obtain sputum, urine, and any other lab tests as ordered.
- Take and record TPRs, blood pressures, etc., as necessary.

- Monitor seriously ill residents as necessary.
- Inform family members of the death of resident as necessary.

### **STAFF DEVELOPMENT:**

- Participate in the development, planning, conducting, and scheduling of inservice training classes that provides instructions on "how to do the job", and ensures a well educated nursing services department.
- Implement, and maintain an effective orientation program that orients the new employee to your shift, its policies and procedures, and to his/her job position and duties.
- Assist in standardizing the methods in which work will be accomplished.
- Attend and participate in continuing educational 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:**

- Monitor your assigned personnel to assure that they are following established safety regulations in the use of equipment and supplies.
- Ensure that your assigned work areas (i.e., nurses' stations, medicine preparation rooms, etc.) are maintained in a clean and sanitary manner.
- Ensure that your unit's resident care rooms, treatment areas, etc., are maintained in a clean, safe, and sanitary manner.
- Ensure that your assigned nursing personnel follow established departmental policies and procedures, including dress codes.
- Ensure that your assigned personnel participate in and conduct all fire safety and disaster preparedness drills in a safe and professional manner.
- Participate in the development, implementation, and maintenance of the infection control program for monitoring communicable and/or infectious diseases among the residents and personnel.
- Ensure that your assigned personnel follow established infection control procedures when isolation precautions become necessary.
- Participate in the development, implementation, and maintenance of the procedures for reporting hazardous conditions or equipment.
- Ensure that your assigned personnel follow established handwashing techniques in the administering of nursing care procedures.

### **EQUIPMENT AND SUPPLIES:**

- Recommend to the Nurse Manager the equipment and supply needs of your unit.
- Assure that a stock level of medications, medical supplies, equipment, etc., is maintained on your unit 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 service equipment.
- Ensure that only trained and authorized personnel operate your unit's equipment.
- Ensure that all personnel operate nursing service equipment in a safe manner.
- Monitor nursing procedures to ensure that nursing service supplies are used in an efficient manner to avoid waste.

### **CARE PLAN AND ASSESSMENT FUNCTIONS:**

- Review care plans daily to ensure that appropriate care is being rendered.
- Change in condition is made on the care plan.
- Ensure that your nurses' notes reflect that the care plan is being followed.
- Review resident care plans for appropriate resident goals, problems, approaches, and revisions based on nursing needs.
- Ensure that your assigned nursing assistants are aware of the resident care plans and that they are used in administering daily care to the residents.

### **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 service personnel knock before entering the resident's room.
- Ensure that all nursing service personnel are knowledgeable of the residents' rights and responsibilities.
- Review complaints and grievances made by the resident and make a written/oral report to the Nurse Manager indicating what action(s) were taken to resolve the complaint or grievance.
- Make written record of the resident's complaints and/or grievances that indicates the action taken to resolve the complaint and the current status of the complaint.

### **MISCELLANEOUS:**

- Assist in training department personnel in identifying tasks that involve potential exposure to blood/body fluids.
- Assist the Director in planning clinical supervision for nurse aides in training.
- Provide data to the Quality Assurance & Assessment Committee as requested.
- Assure that nursing personnel follow established procedures in the use and disposal of personal protective equipment.

### **WORKING CONDITIONS:**

- Works in office area(s) as well as throughout the nursing service area (i.e., drug rooms, nurses' stations, resident 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 in other positions temporarily, when necessary.
- Attends and participates in continuing educational programs.

- Is subject to falls, burns from equipment, odors, etc., throughout the workday.
- Is subject to exposure to 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 resident's needs.

**PHYSICAL AND SENSORY REQUIREMENTS:**

(With or Without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the day.
- 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.

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 Staff Nurse 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.

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Date

Signature - Staff Nurse

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Date

Signature - Dir. of Nursing