

COLUMBIA HEALTH CARE CENTER
Wyocena, Wisconsin

JOB DESCRIPTION

POSITION TITLE: Staff Nurse

SUPERVISOR: Director of Nursing

POSITION OBJECTIVES

The primary purpose of this job position is to provide direct nursing care to the residents, and to supervise the day-to-day nursing activities performed by certified 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 of Nursing or Nurse Manager to ensure that the highest degree of quality care is always maintained.

All personnel at this facility are expected to maintain safe work habits and demonstrate kindness and respect to all residents and fellow employees.

QUALIFICATIONS and REQUIREMENTS:

- Must be, as a minimum, a graduate of an approved LPN/RN Program.
- Must pass background check as required by the Wisconsin Caregiver Law.
- Must be a minimum of eighteen (18) years of age.
- Must possess a current, unencumbered license to practice as a RN or LPN in this state.
- Must be CPR certified.
- On-the-job training provided.
- Ability to read, write, speak, and understand the English language.
- Ability to make independent decisions when circumstances warrant such action.
- Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the public.
- Knowledge of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care.
- Possess patience, tact, a cheerful disposition, and enthusiasm, as well as the willingness to handle difficult residents.
- Ability to relay information concerning a resident's condition.

DELEGATION OF AUTHORITY

The Staff Nurse is delegated the administrative authority, responsibility, and accountability necessary for carrying out the assigned duties.

ESSENTIAL FUNCTIONS:

- Direct the day-to-day functions of the certified 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 department and facility.
- Ensure that the Nursing Service Policy and Procedure Manual is followed in providing nursing care and completion of documentation.

- Cooperate with other resident services when coordinating nursing services to ensure that the resident's total regimen of care is maintained.
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc., as necessary.
- 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.
- Meet with your assigned neighborhood staff in planning the shifts services, programs, and activities.
- Interpret the facility'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:

- Notify the Nurse Manager or Charge Nurse when a resident is involved in an accident or incident.
- Complete accident/incident reports.
- Chart all accidents/incidents involving the resident.
- 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 required 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 and care plans, as required.
- Report all discrepancies noted concerning physician's orders, diet change, charting error, etc., to the Nurse Manager or Charge Nurse.
- Perform routine charting duties as required and in accordance with established charting and documentation policies and procedures.

MEDICATION ADMINISTRATION FUNCTIONS:

- Prepare and administer medications as ordered by the physician.
- Verify the identity of the resident before administering the medication/treatment.
- Assure that prescribed medication for one resident is not administered to another.
- Order prescribed medications, supplies, and equipment as necessary, and in accordance with 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 established policy and procedures.
- Review medication administration records for completeness of information, accuracy in transcription of physician orders, and adherence to stop order policies.
- Notify the Nurse Manager of all drug and narcotic discrepancies noted on your shift.

PERSONNEL FUNCTIONS:

- Provide leadership to nursing personnel assigned to your neighborhood/shift.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the neighborhood and shift.
- Inform the Nurse Manager or Charge Nurse 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 neighborhood to ensure nursing personnel are performing their work assignments in accordance with acceptable nursing standards. Report problem areas to the Nurse Manager.
- Develop and maintain a good working rapport with facility personnel to assure that nursing services and activities can be adequately maintained to meet the needs of the residents.
- Meet with your shift's personnel, on a regularly scheduled basis, to assist in identifying and correcting problem areas, and/or the improvement of services.
- Participate in determining your employee performance evaluations, and making recommendations to the Nurse Manager concerning employee dismissals, transfers, etc.
- Review complaints and grievances made or filed by personnel. Make appropriate reports to the Nurse Manager or Charge Nurse as required or as necessary.
- Assure that residents, and visitors follow the facility policies and procedures.
- Give/receive the nursing report upon reporting in and ending shift duty hours.

NURSING CARE FUNCTIONS:

- Inform nursing personnel of new admissions, expected time of arrival, room assignment, etc.
- Ensure rooms are ready for new admissions.
- Greet newly admitted residents upon admission. Escort to room as necessary.
- Participate in the orientation of new resident/family members to the facility.
- Make rounds with physicians as necessary.
- Cooperate with and coordinate social and activity programs with nursing service schedules.
- Admit, transfer, and discharge residents as necessary.
- 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.
- Review the resident's chart for specific treatments, medication orders, diets, etc., as necessary.
- 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.
- Take and record TPRs, blood pressures, etc., as necessary.
- Obtain sputum, urine, and any other lab tests as ordered.
- Monitor seriously ill residents as necessary.
- Notify the resident's attending physician and Resident Representative when there is a change in the resident's condition.

- Carry out restorative and rehabilitative programs.
- Check foods brought into the facility by the resident's family/visitors to assure that it is within the resident's dietary allowances. Report concerns to the Nurse Manager and Director of Food Service.
- Meet with residents, and/or family members, as necessary. Report problem areas to the Nurse Manager.
- Work with the facility's consultants and implement recommended changes authorized by the Nurse Manager.
- Inform family members of the death of resident as necessary.
- Call funeral homes when requested by the family. Ensure that established postmortem procedures are followed.
- Ensure that your assigned personnel follow established infection control procedures when isolation precautions become necessary.

STAFF DEVELOPMENT:

- Assist in standardizing the methods in which work will be accomplished.
- Attend and participate in continuing educational programs to keep you abreast of changes in your profession, as well as to maintain your license in a current status.

SAFETY AND SANITATION:

- Verify assigned work areas (i.e., nurses' stations, medicine preparation rooms, etc.) are maintained in a clean and sanitary manner.
- Verify neighborhood resident rooms, treatment areas, etc., are maintained in a clean, safe, and sanitary manner.
- Ensure neighborhood personnel follow infection control and universal precaution policies and procedures.
- Ensure neighborhood personnel participate in all fire and disaster preparedness drills.

EQUIPMENT AND SUPPLIES:

- Recommend to the Nurse Manager the equipment and supply needs of your neighborhood.
- Assure that a stock level of medications, medical supplies, equipment, etc., is maintained on your neighborhood to adequately meet the needs of the resident.
- Monitor nursing procedures to ensure that nursing service supplies are used in an efficient manner to avoid waste.

CARE PLAN AND ASSESSMENT FUNCTIONS:

- Review resident care plans for appropriate problems, approaches, goals based on resident needs and reflect change in conditions.
- Nurses' notes should reflect the care plan.

RESIDENT RIGHTS:

- Maintain the confidentiality of all resident information.
- Promote resident rights and responsibilities.
- Review complaints and grievances made by the resident and/or resident representative and report to the Nurse Manager or Charge Nurse indicating what action(s) were taken to resolve the complaint or grievance.

- Report all allegations of resident abuse, neglect, mistreatment and/or misappropriation of resident property immediately to the Director or Nursing or Administrator.

WORKING CONDITIONS:

- Works in office area(s) as well as throughout the nursing service area (i.e., medication rooms, nurses' stations, resident rooms, etc.).
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Subject to frequent interruptions.
- Involved with residents, personnel, visitors, government agencies/personnel etc., under all conditions and circumstances.
- Subject to hostile and emotionally upset residents, family members, personnel, and visitors,
- Communicates with the medical staff, nursing personnel, and other department managers.
- Works beyond normal working hours, and on weekends and holidays and in other positions temporarily, when necessary.
- Subject to falls, burns from equipment, odors, etc., throughout the workday.
- Subject to exposure to infectious waste, diseases, conditions, etc.,

PHYSICAL AND SENSORY REQUIREMENTS:

(With or Without the Aid of Mechanical Devices)

- Ability to move intermittently throughout the day.
- Ability to cope with the mental and emotional stress of the position.
- Ability 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.
- Ability to relate to and work with the ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
- Ability to lift, push, and move a minimum of 50 pounds.
- Ability 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 of Nursing, Nurse Manager and/or Administrator.
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.

_____ Date _____ Signature - Staff Nurse

_____ Date _____ Signature – Director of Nursing