



Blake Management Group *Staff Nurse Job Description*

Purpose:

The Licensed Practical Nurse and/or the Registered Nurse is responsible for providing resident care and to perform those tasks that require a valid nursing license. General responsibilities include obtaining vital signs; administering medications; administering treatments; coordinating and documenting resident care; communicating with physicians and other health care providers; interacting with family members; and supervising the direct care provided by unlicensed personal care assistants. Nurses will perform only those tasks within the scope of their applicable board of nursing. All wellness employees report directly to the Director of Wellness. Licensed nurses may be required to be on-call and/or to participate in the manager-on-duty program.

Scope & Status: Non-Exempt Status/Hourly

Registered and Licensed Practical Nurses report directly to the Director of Wellness. In addition, all nursing staff must adhere to current physician orders and the State Board of Nursing.

Relationships:

Interaction and coordination with:

- a. Key management staff, department directors and direct care staff
- b. Consultants and/or Vendors
- c. Physicians, Nurses and Health Care Providers
- d. Residents, family members, support groups and referral sources
- e. Federal, County, State and City officials

Qualifications:

To perform this job successfully, an individual must be able to perform and complete each essential duty satisfactorily, have excellent communication and language skills which enable to interact effectively with residents and community personnel. Employee must meet all specific state and federal regulations for assuming the position of a Licensed Practical Nurse and/or a Registered Nurse at a congregate assisted living facility. Experience working with the Geriatric population is required. An on-going formal training program is required. The following certifications, licensure, registration and/or training are required for this position: valid licensure as a licensed practical nurse and/or a registered nurse; current CPR, First Aid and Standard Precautions Certification; high school diploma; graduate of an accredited nursing college or university.

Areas of Responsibility:

1. General

- a. Promotes a positive, respectful, and supportive environment for all residents, co-workers, families and guests.
- b. Assists in the welcome and orientation of new residents.
- c. Wears an identification badge with licensure credential while on duty.
- d. Practices excellent time management skills and completes tasks according to physician orders within company established time frames.
- e. Participates and represents the wellness department during daily staffing meetings. Ensures effective communication occurs between wellness employees assigned to different shifts.
- f. Maintains state and federal regulations and actively participates during regulatory surveys and reviews as requested by the Director of Wellness.

- g. Responds to state requests for information within the state required time frames. Immediately notifies the Director of Wellness and/or the Administrator regarding any federal, state or local agency request(s) for information.
- h. Adheres to the Resident Bill of Rights and promotes dignity and respect among all residents and care givers.
- i. Attends in-service and monthly staff meetings.
- j. Maintains current valid license to practice nursing.
- k. Maintains working knowledge of fire and disaster plans and has working knowledge of their own responsibilities under emergency conditions.
- l. Reports to work according to schedule and company policies, including severe weather situations.
- m. Expands personal development, skills and critical thinking in nursing as it relates to older adults and long-term care.
- n. Performs filing tasks as directed by the Director of Wellness.

2. Resident Services and Continuity of Care

- a. Accomplishes duties observing all appropriate safety practices and policies.
- b. Delegates authority and tasks to qualified staff according to state law and regulations.
- c. Recognizes changes in residents' conditions, reports changes promptly to Director of Wellness, communicates changes and action taken to the family as appropriate and notifies physician according to company policy and procedures.
- d. Utilizes wellness department systems to review lab results, document resident care and monitor resident health status.
- e. Obtains and records accurate vital signs.
- f. Utilizes progress notes and communication forms effectively and in a timely manner.
- g. Provides training and orientation to new employees as requested by Director of Wellness.
- h. Assists residents with activities of daily living as needed.
- i. Assists with and administers medications according to physician orders. Performs documentation according to the state Board of Nursing and company policy and procedures.
- j. Obtains and documents resident weight according to the service plan, state regulations and physician orders.
- k. Obtains vital signs prior to administering blood pressure and cardiac medications according to physician's orders.
- l. Provides treatments, including but not limited to wound care, accu-checks, injections, eye drop, ear drops, and general respiratory treatments according to physician's orders and within the scope of the state board of nursing.
- m. Consults with the Director of Wellness and/or the Administrator to determine whether specific treatments require the use of external resources, such as home health care, outpatient rehabilitation, hospice, DME or if discharge to an institution providing a higher level of care is necessary.
- n. Observes for any signs of resident abuse, neglect or exploitation. Reports and responds to any suspected, alleged and/or actual abuse according to company policy and state regulations.
- o. Reports, documents and responds to incidents and urgent situations according to company policy.
- p. Provides follow-up, intervention and supervision for residents who have had a recent change in condition. Communicates effectively and documents all actions taken.
- q. Promotes resident safety and implements fall prevention programs.
- r. Promotes and assists residents participating in memory enhancement and performance improvement programs.
- s. Assists with activities as requested by the Administrator and/or the Director of Wellness.
- t. Assists and performs duties necessary to maintain a clean environment that promotes well-being.

3. Critical Success Factors

- a. Models teamwork and consistently demonstrates professional and compassionate care.
- b. Ensures that appropriate follow-up is performed in response to a resident's well-being.
- c. Participates and directs staff during fire safety and elopement drills according to company policy and governmental regulations.
- d. Demonstrates leadership skills that positively influence the behavior of others.
- e. Is adaptable and flexible according to current census and resident needs.
- f. Organizes care efficiently and uses organizational skills to coordinates health care services.