



LUTHERMANOR
COMMUNITIES

STAFF NURSE

REPORTS TO: Director of Nursing

POSITION: Direct and supervise the provision of resident care services on a specific shift and/or unit, following established standards of nursing practice.

SUPERVISES: Direct Care Nursing staff on assigned unit.

POSITION QUALIFICATIONS:

- Current, valid license to practice as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) in the State of Iowa required.
- LPN -Must provide evidence of completion of supervisory course approved by the State of Iowa within 6 months of employment.
- Cardiopulmonary Resuscitation training required.
- Regular attendance is required.
- Must be able to read, write and speak fluent English.

PHYSICAL REQUIREMENTS:

- Sitting: 1-3 hours/day
- Standing: 1-3 hours/day
- Walking: 3-7 hours/day
- Lifting: Over 50 lbs good body mechanics or 25-50 lbs improper mechanics
- Twisting: Moderate: 121-480 twists/day
- Bending: Moderate bending: 121-480 bends/day
- Squat/Kneel: 1-3 hours/day need not be continuous

MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrates ability to develop and maintain good interpersonal relations with staff and residents.
- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner.

WORK ENVIRONMENT:

- Works primarily indoors in a well-illuminated, reasonably climate-controlled environment.

- Involves possibility of exposure to communicable disease.
- Works with frequent interruptions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Resident Care

- Receives, transcribes and implements physicians orders.
- Makes rounds with physicians as necessary.
- Maintain alertness to clinical signs and symptoms that indicate progress or indicate adverse reactions to prescribed treatments.
- Reports changes in resident condition to Unit Coordinator, physician and residents responsible party according to facility policy and appropriate rules and regulations. Initiates follow-up action as necessary.
- Observes, evaluates, and documents resident condition changes. Documents resident care provided and residents response or lack of response to care provided. *
- Identifies resident problems in emergency situations and initiates immediate measures as appropriate to the situation.
- Administers and documents medications, enteral/parenteral nutrition, treatment as prescribed by the physician, administers PRN medications and treatments per facility policy.
- Counts narcotics and follows emergency kit procedures.
- Assists with admission/transfer/discharge procedures, coordinating with other departments, physicians, and ancillary service providers.
- Supervises delivery of meals/proper diet, distribution of nourishment, application of postural supports and restraints.
- Assists nursing assistants with resident care as needed/assist with feeding residents during meal times.
- Accepts responsibility for the safety of residents under his/her supervision.
- Receives reports from personnel at shift changes.
- Makes initial rounds for individual assessments of residents.
- Confer with immediate supervisor on an ongoing basis with special problems of care, resident transfers, management of work load, etc.
- Make round with physicians. Communicate resident needs and problems with physicians.
- Assume responsibility of execution of physician's orders.
- Review MAR's for completeness and accuracy in the transcription of physician orders and adherence to stop orders.
- Acts as house charge nurse in absence of nursing administration.

Safety and Sanitation

- Demonstrates knowledge of emergency policies and procedures.
- Performs all duties in a safe and efficient manner; assures that safety regulations are followed at all times by all staff.

Human Resources

- Interprets facility policy and procedures, rules and regulations to subordinate nursing staff, residents, families and appropriate medical and ancillary personnel.
- Plans daily work assignments and schedules based on resident's needs and available resources, effectively communicating to staff and monitoring staff compliance with assignments and schedules.
- Provides corrective instruction to nursing staff concerning quality of care and quality of life issues, and customer service.
- Assumes responsibility for unit or shift compliance with facility policy and procedure, rules, regulations and standards of practice. Assures that residents receive needed nursing care and services to meet their needs according to the established plans of care and physician's orders and instructions.
- Monitors and evaluates staff work behavior and performance of assigned duties, takes corrective counseling and disciplinary action according to established policy and procedures.
- Conducts performance appraisals for staff routinely assigned to unit.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the unit.

Customer Service

- Interacts with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Acts as a positive representative of the facility at all times.
- Performs incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.

Residents/Patients' Rights

- Provides privacy and maintains the confidentiality of all resident care information.
- Ensures care and security of residents' personal possessions.
- Reports all complaints and grievance made by residents, family members, and visitors to the supervisor.
- Ensures that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

In-Service Education

- Attends all in-service education programs mandated by federal, state, and company guidelines.
- Participates and assists in departmental meetings and projects as assigned.

Miscellaneous

- All other duties as assigned by the supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. I have read this position description and fully understand the requirements. If I am offered and I accept the position of RN/LPN, I agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs Luther Manor.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by Luther Manor or myself.

Print Name

Signature

Date