

Pine Valley Community Village

Position Description

Name:	Department: Nursing
Position Title: Charge Nurse- RN Supervisor	Pay Grade: K
FLSA Status: Exempt	Reports to: DON

Purpose of Position

The primary purpose of this position is to supervise nursing care and provide clinical direction for nursing staff at Pine Valley.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Provide support to nurses to better enable them to provide care according to policy
- Report to nurse managers before standup (attend in absence of manager and as needed)
- Assist with lab work, IV procedures
- 24 hour report monitoring - Residents with change of condition/RN assessment
- Infection Prevention rounds - residents on TBP, hand hygiene compliance, meal service
- QA data collection, audits as directed by Managers/DON
- Wound Rounds/assist with wound care, as needed (weekly assessment, measurement per SOP)
- Assist with/Assign daily staffing challenges
- Assist with admission/discharge process - as needed and in the absence of a Neighborhood Manager
- Assist with C.N.A. Evaluations - as directed by nurse managers, as time allows.
- Oversee/Assist (as needed) with skin assessments of new admissions and readmissions.
- Assist or facilitate calls to MDs, Emergency Management and/or families
- Take the lead in the event of an emergency (fire/evacuation/etc.)
- Rounding with MD's

- Assist with med/order reconciliation with new admissions and delivery of medications
- Assist with situations on the CBRF that may require a Nurses intervention.
- Monitors and supervises nursing care provided.
- Reviews care provided, evaluates care and makes changes as needed to improve care and ensure facility policy and state and federal regulation compliance.
- Performs direct nursing care. Monitors and assesses resident condition, performs treatments, administers medication, obtains lab specimens, checks vital signs, and completes other nursing tasks.
- Follows up on resident health concerns. Notifies physicians or family as necessary. Develops plan of care and communicates plan to other nursing personnel.
- Completes documentation as required. Charts residents condition, prepares daily reports.
- Completes other documentation as required by facility policy and state and federal regulations. Completes resident fall assessment, incident reports, restraint assessment, transfer and discharge summaries and bed hold.
- Manages emergencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Registered Nursing licensure with geriatric nursing and supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Assists with coordination of specialized units including provision of clinical direction to nursing staff, facilitating regular meetings with Social Services, participating with ongoing staff development.
- Displays commitment to facility as evidenced by responsible attendance patterns, attendance at required meetings and inservices, and support of facility mission and goals.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language ability and Interpersonal Communication

- Ability to decide the time, place and sequence of operations within a system or organizational framework, as well as the ability to oversee their execution.
- Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to provide first line supervision.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.

- Ability to utilize advisory data and information such as medical manuals, policy manual, medication reference books, lab reports, performance reviews, flow sheets, medical charts, etc.
- Ability to communicate verbally and in writing with nursing supervisors and staff, residents, residents' families, physicians, pharmacists, maintenance, housekeeping, and clerical staff.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects, operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing and pulling, Ability to handle, finger and feel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date