

REGISTERED NURSE MANAGER
(Approved June 20, 1995)

Department: Pine Valley Manor

Reports to: Director of Nursing

Purpose of Position

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

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 and assigned.

- * 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. Completes daily compliance rounds.
- * Coordinate and monitors resident care planning, ensuring MDS and other assessments are completed, appropriate plan of care is developed, the plan was implemented, and documentation completed as required. Serves as R.N. coordinator throughout MDS IRCP process, facilitates interdepartmental RCP meetings as required.
- * Supervises staff in assigned unit including participating in hiring and orientating new nursing staff, assigning and evaluating work, and recommending discipline and discharge.
- * 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 bedhold.
- * Manages emergencies.
- * Attends and participates in nursing staff meetings.

- * Attends and participates in department head meetings.
- * Facilitates monthly unit meeting with nursing staff.
- * Implements nursing Quality Assurance and infection control activities for the unit.
- * Assists with policy and procedure development as assigned.
- * Maintains knowledge of geriatric nursing and supervision through on-going education.
- * Serves as leadworker for the nursing department in absence of Director of Nursing.
- * Serves as lead person in absence of administrative employees.
- * Completes other special projects as assigned.

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.

Successful completion (achieves 78% on test) of an eight hour IV therapy course.

Maintains above average performance evaluations and supervisors recommendation.

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 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 persuade and convince others. 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 calculate percentages, fractions and decimals; ability to calculate volume, ratios, and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- * Ability to apply situational reasoning ability by exercising judgement, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- * Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- * Ability to coordinate eyes, hands, feet and limbs in performing skilled movements involved in providing nursing care. Ability to operate a variety of medical diagnostic and treatment tools including, syringes, stethoscopes, catheters etc.
- * Ability to exert moderate physical stress involving climbing and balancing. Ability to handle, finger and feel. Ability to lift, carry, push, and pull. Ability to stoop, kneel and crouch.
- * Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of colors, forms, sounds, tastes, odors, textures, etc. associated with objects, materials and ingredients.

Environmental Adaptability

- * Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities 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.