

# **Richland County**

## **Position Description**

**Position Title:** Unit Nurse MA

**Department:** Nursing

**Reports to:** Director of Nursing

**Pay Grade:** 11

**Date:** 3/14/2025

**Hours per week:** 40

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### **Purpose of Position**

Floor nurses are responsible for the basic care of patients. This includes giving medication and shots, setting up IVs, informing the patient of his/her condition and diagnosis, and providing emotional support through conversation and patient interaction. This position has direct interaction with family members. This position completes treatments and documents completed care in patients' medical charts. The Unit Nurse MA observes residents with condition changes and reports to RN, monitors blood sugar and vital signs. In addition, this position provides end of life care, supervision and direction to CNA staff and interacts with MD/ NP to provide updates on resident condition changes and obtain new orders. This position follows and ensures care plans are accurate, follows state and federal regulations and guidelines and follows the guidance of RN for changes of condition/ incident of resident. This position works under the supervision of the RN.

### **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.

- Prepares and administers medications to residents including oral medications, injections, enteral, rectal and inhalation.
- Provides direct observation and reporting to RN resident with change of condition including vitals, lung, skin, and blood sugars.
- Prepares documentation, updates medical charts, and performs a variety of paperwork including incident reports.
- Obtains labs including blood, stool, urine and mucous.
- Consults with supervisor receive work direction.
- Completes treatments as ordered by physicians.
- Re-orders medications.
- Informs residents of their condition and diagnosis and provides emotional support through conversation and patient interaction.
- Communicates with family members.
- Provides end-of-life care.
- Provides supervision and direction to CNA staff.
- Ensures compliance with patient care plans, state and federal regulations, and facility policies and procedures.
- Participates in training and meetings.
- Performs other duties as assigned or apparent.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent and some specialized training/education. One year's relevant experience. CPR Certification and Medication Aide Training Course. Good standing on Wisconsin CNA Registry...

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communications**

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

### **Skills, Knowledge, and Abilities**

- Knowledge of Medication Aide duties and activities.
- Ability to multi-task, prioritize and problem solve.
- Ability to work under moderate supervision within standard operating procedures.
- Ability to perform widely varied work involving complex and significant variables requiring analytical ability and inductive thinking.

### **Physical Requirements**

- Ability to exert moderate physical effort in sedentary to light work, involving standing, walking, stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull up to 50 pounds.
- Ability to bend, lift and secure residents for safety.

### **Working Conditions**

- Work is performed in a nursing home setting.
- Work is primarily light duty with the ability to lift, carry or push up to 50 pounds.
- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, bloodborne pathogens, and disease. This exposure may cause some discomfort and presents a risk of injury.
- This position may be occasionally exposed to mental effort and stress as well as angry or confused people.

### **Special Requirement**

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

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 encourage both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date