



JOB DESCRIPTION

Position Title: Registered Nurse/LPN-Charge Nurse

Accountable to: Director of Nursing

Date Prepared: 6-1-96

Date Revised: 6-6-19

POSITION SUMMARY:

Supervises planning and administration of all nursing care working directly with assigned nursing staff in the provision and maintenance of high quality resident care. Responsible for organizing and managing the shift, guiding and supervising the nursing staff and assisting the Director of Nursing with administrative and personnel functions, assuming responsibility for the nursing service department in her absence. Maintains confidentiality of information regarding residents, families, health care personnel and Bowdle HealthCare Center. Will ensure the safety and overall well-being of all residents.

REQUIREMENTS AND QUALIFICATIONS:

Education: Graduate of an accredited school of nursing.

License/Certification: Current RN or LPN license from South Dakota State Board of Nursing.

DUTIES AND RESPONSIBILITIES:

1. Assume full responsibility for management of the nursing unit, working jointly with Director of Nursing to plan nursing care policies, procedures, and standards of resident care - making appropriate recommendations for improvement of health care.
2. Assist Director of Nursing with performance evaluation for nursing staff, especially new staff prior to completion of probationary period. Provides documentation for Director of Nursing regarding needed counseling or disciplinary action making effective recommendations.
3. Provides leadership and direction of nursing service personnel for professional orientation, growth, and development. Inspires team work on all shifts.
4. Assume responsibility for coordinating each resident's medical and nursing regime; discussing resident's condition and sharing pertinent information with others involved in resident's care.
5. Demonstrates ability to perform basic nursing process (observation, assessment, nursing diagnosis, planning of resident care, implementation of care plans, and evaluation of same).
6. Communicates with family and health professionals regarding care to residents, provides educational and teaching efforts directed to residents and their families.

7. Assumes responsibility for safety and comfort for both staff and resident and demonstrates regard for resident privacy. Handles confidential data in a professional manner.
8. Establish work assignments and maintain staffing pattern assisting Director of Nursing in making adjustments in schedule due to absence of scheduled employees, and other emergency situations.
9. Fosters frequent and open communications with nursing staff and Director of Nursing.
10. Demonstrates effective execution of physician orders, reporting of infectious and/or communicable diseases, and assists staff with incident, accident, and error reports as necessary.
11. Assumes a positive leadership role among the staff by consistent willingness to demonstrate and update nursing care measures and by ability to recognize and evaluate the emotional climate of the nursing unit.
12. Have a solid knowledge of legal aspects of nursing through appropriate assignment of nursing responsibilities and through teaching and supervision of staff.
13. Ensures that physician orders for treatments, medications, and procedures are properly implemented on each shift worked.
14. Display a positive attitude toward all departments and clinical areas to help coordinate smooth delivery of all resident care services. Encourage similar attitude among staff.
15. Knowledge of emergency procedures, fire internal/external disaster plans, and participates in drills.
16. Assumes responsibility for updating MDS+ as scheduled by DON, taking her place during absence at scheduled care conferences.
17. Assumes responsibility for professional and self-development, attends in services and workshops to enrich personal knowledge, growth, and skill in providing clinical care for resident.
18. Assumes full responsibility for nursing service department in the absence of the Director of Nursing.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements

LIFT up to 10 lbs.: Frequently when lifting charts, supplies, etc.

LIFT 11 to 25 lbs.: Occasionally when lifting equipment or furniture.

LIFT 26 to 50 lbs.: Occasionally when lifting and transferring residents, equipment, etc.

LIFT over 50 lbs.: Occasionally when lifting and transferring resident with assistance of another staff member.

CARRY up to 10 lbs.: Frequently when lifting charts, supplies, etc.

CARRY 26 to 50 lbs.: Occasionally when moving and transferring residents, equipment, etc.

CARRY over 50 lbs.: Occasionally when moving and transferring resident with assistance of another staff member.

REACH above shoulder height: Necessary in performing daily routine resident care.

REACH at shoulder height: Necessary in performing daily routine resident care.

REACH below shoulder height: Necessary in performing daily routine resident care.

PUSH/PULL: Frequently when moving medication cart or pushing wheelchair.

Hand Manipulation

Grasping: Frequently necessary in performing various resident care activities, especially use of pen when documenting into medical record.

Handling: Frequently with use of equipment and use of pen in documentation.

Fingering: Daily performance of duties such as various procedures, charting, and giving meds.

Controls & Equipment: Blood pressure gauge, thermometer, stethoscope, wheelchair, urinary catheters, glucometer, suction machine, telephone, paging system, Hoyer lift, whirlpool, transfer belts, walkers, cane, pacemaker transmitter.

Other Physical Considerations

Twisting: Necessary with various resident care activities.

Bending: Necessary with various resident care activities.

Squatting: Necessary with various resident care activities.

Kneeling: Necessary with various resident care activities.

Crouching: Necessary with various resident care activities.

During a 12 Hour Day, Employee Is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	less than 1	3
Stand	less than 1	5
Walk	less than 1	4

WORK SURFACE:

Tile Floor

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Very necessary in daily communication with resident, families, manor staff and public.

Hearing: Very necessary in daily communication with resident, families, staff and public.

Sight: Necessary in performing duties effectively and correctly.

Smelling: Required for accurate maintenance and detection of wounds, urinary tract problems, etc.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bloodborne Pathogens:

Tasks and procedures performed by employee involve risks classified by CDC as:

Category I (Direct contact with blood or other bodily fluids to which universal precautions apply)

Refer to Exposure Control Plan for additional information.

OTHER CONSIDERATION AND REQUIREMENTS:

Work Hazards: Risk of being exposed to communicable or infectious disease and back strain if proper safety precautions are not followed.

Consequences of Action: Failure to comply with department and/or facility policies will result in disciplinary action as outlined in the personnel policy manual.

This position requires 30 days' notice of resignation.

EMPLOYEE SIGNATURE: _____ DATE: _____

DEPARTMENT SUPERVISOR: _____ DATE: _____

ADMINISTRATION: _____ DATE: _____