

St Joseph's Villa

Adorers of the Blood of Christ

Hall Charge Nurse (RN and LPN)

Job Description

JOB TITLE: Hall Charge Nurse

LOCATION: St. Joseph's Villa

DEPARTMENT: Nursing

JOB STATUS: Full time or Part time, includes weekends and holidays, Non-Exempt/Hourly

SUPERVISION: Directed by the DON and DONA

WORK WEEK: Based on hours per hire (6a-2p, 2p-10p, 10p-6a), including every other weekend and holiday

ACCOUNTABILITY: DON and /or Administrator

PURPOSE OF THE JOB:

*To provide direct nursing care to the residents, pass medications, provide treatments as ordered, and to supervise the day to day nursing activities performed by nursing assistants. The nurse on duty will comply with all cart duties and will work in accordance with current federal, state, and local standards, guidelines and regulations that govern our facility and as may be required by the Director of Nursing to ensure the highest degree of quality care is maintained at all times.

QUALIFICATIONS:

*Graduate of an accredited school & maintain current licensures as a registered nurse or licensed practical nurse in the state of NE

*Demonstrate qualities of leadership, initiative, problem solving, clinical skills, judgment, dependability and dedication to the mission of the facility

*Must be at least 18 years of age

*Willing and able to assume charge of personnel assigned to them

*Current knowledge of regulations and standards of the federal and state government

*Knowledgeable of resident's rights and responsibilities

*Exceptional skills in leadership, communication (verbal, written, interpersonal), organization, decision making, critical thinking, time management

*Must show ability to speak, write, read and understand English

*Well organized & self-directed individual who is a team player and respects everyone in work setting

*Articulate individual who can relate to people at all levels of an organization & possess excellent communication skills

*Must consistently have a cheerful and positive attitude, being able to enjoy functioning in staff roll with responsibility of providing service, encouragement, and recognition to others

*Patience, dependable, tact, enthusiasm and positive attitude toward the elderly

*Perform duties in a manner that assures resident safety.

PHYSICAL & MENTAL REQUIREMENTS (Americans with disability specifications):

*Must be organized; flexible in schedule; adaptable

*Long periods of standing, walking, bending, use of hands/fingers, reaching, climb stairs, balance stoop, kneel, crouch or crawl, talk or hear, smell, push

*Must be able to lift and/or move up to 50 lbs. Specific vision abilities for the job require close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus

*Subject to constant interruptions

*Ability to distinguish smells

*Ability to understand and apply training and education to staff

*May be asked to work beyond normal hours when needed

*Must be able to cope and handle the emotional and mental stress of the position

*Ability to function effectively, productively and calmly

*Ability to operate appropriate equipment, e.g., wheelchairs, transferring lifts, whirlpool, paging system, computer, phone, pagers

*Able to carry/push up to 50 lbs.

*Ability to physically transfer, lift or assist the residents whose average weight is 160 lbs.

ESSENTIAL JOB FUNCTIONS:

- *Perform admissions and admission assessments; discharges; resident education; skin assessments
- *Be involved with residents, family members, personnel, visitors, government agencies/personnel, etc. under all conditions and circumstances
- *Responsible for the supervision of nursing staff on scheduled hall
- *Maintain professional competence through attendance and participation in continuing education programs, seminars and professional activities and programs; maintain all certifications that are required through federal and state laws
- *Revise work assignments for nursing staff if needed to meet resident's needs with DON/DONA approval
- *Assign/approve break times for scheduled staff on hall
- *Accepts responsibility for the supervision of Medication aides
- *Responsible for authorizing overtime, excusing scheduled employees for good cause, securing replacement to meet staffing needs; attend to call ins and fill in shifts for staffing needs
- *Provide counseling to staff in areas of the job performance and quality of care delivered
- *Responsible for following the facility grievance procedure and adjusting or suggesting solutions to resolve such problems, these must be fully documented according to policy
- *Involved in the orientation and training of new employees in their job duties when assigned by DON/DONA
- *Responsible for attending meetings on a regular basis and participates on various committees assigned
- *Monitor residents and their rooms to observe for physical and emotional status, room condition and compliance to all rules, regulation, policies and procedures; maintain cleanliness of medication cart, remove discontinued and expired meds/tx
- *Ensure that resident's care plans are being followed and updated, CNA sheets updated timely
- *Transcribe physician's orders and review medication administration records for completeness of information in the transaction of physician orders and the adherence to stop the orders
- *Perform therapeutic measures prescribed by the attending physician, including medications, treatments, and lab draws
- *Ensure necessary documentation is complete describing the nursing care services provided, resident responses and status
- *Is aware of the nutritional needs of the residents and monitors the fluid and food intake; ensure documentation communications

- *Keeps DON/DONA informed of the status of residents and other related matters via written reports and verbal communications
- *Notify the DON, physician and family of change in the resident's condition, i.e. injury, accident or adverse change, along with completing required reports and follow up
- *Ensure narcotic records are accurate for your shift and signatures in place, notify the DON/DONA of any narcotic discrepancies noted on your shift
- *Receive and give nursing report when reporting for shift and at the end of shift, includes report to scheduled staff on hall
- *Assist on the floor with med aides and CNA's as needed; answer call lights; assist in the dining room
- *Report occupational exposures to blood, bodily fluids, infectious materials and hazardous chemicals in accordance with tote facilities policies and procedures governing accidents and incidents
- *Report and investigate all allegations of resident abuse, neglect and/or misappropriation of resident property
- *Communicate with medical staff, nursing service and other departments
- *Maintain reside confidentiality, staff confidentiality; treat staff and residents with kindness, dignity and respect; comply with residents rights rules
- *Must be able to follow and give instructions; converse with residents, coworkers, and visitors
- *Must be able to speak clearly and make self-understood in face to face interactions and over the phone,
- *Must be able to identify colors for warning lights, signs, and labels; must be able to identify a resident visually within a reasonable distance, (approximately 20 feet to identify a wandering resident); respond to audible emergency signals, alarms, call light indicators
- *Maintain positive attitude on a daily basis
- *Assist physician with rounds
- *Complete Medicare A documentation
- *Ensure that medical and nursing care is administered in accordance with the resident's wishes, including the implementation of advance directives
- *Demonstrate a professional image within the facility and outside of the facility
- *Performs other related duties as assigned by the DON/DONA

ALL OTHER DUTIES AS ASSIGNED

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at will employee.

DATE

EMPLOYEE

SUPERVISOR

ADMINISTRATOR