

## Redstone Presbyterian SeniorCare Job Description

<b>Job Title:</b>	<b>RN Charge Nurse</b>
<b>Department:</b>	Nursing
<b>Reports To:</b>	Personal Care Manager, RN Supervisor, Assistant Director of Nursing, Staffing Supervisor, Campus Director
<b>FLSA Status:</b>	Non-exempt
<b>Prepared By:</b>	Fox's Worth Consulting (SMP)
<b>Prepared Date:</b>	06-04-02; 08-12-02; 05-22-03; 09-15-03; 10-19-05; 02-16-06; 04-12-06; 05-03-06; 02-04-09; 08-20-10; 04-20-12; 03-10-13; 02-02-15; 08-22-16; 04-08-18
<b>Approved By:</b>	Amy Light, Chelsea Wolfe, Joanne DeFelice, Rita Treager, Connie Carkuff
<b>Reviewed &amp; Approved Date:</b>	April 2018

### Summary

Responsible for total nursing care to residents in the facility. Responsible for maintaining a safe abuse free environment for all residents living in the facility.

### Essential Duties and Responsibilities

Teamwork and all other duties and responsibilities assigned.

1. Assesses, reports, and documents symptoms and conditions of residents. Must be able to recognize significant changes in the conditions of residents and take appropriate action. Completes assessments as required based on level of care.
2. Responsible for the administration of medications and treatments as prescribed by the physician. Orders medications on a routine and as needed basis.
3. Maintains accurate documentation regarding residents conditions, medications, treatments, and other mandated records.
4. Accurately completes admission process to include assessments, interim care plans, service plans obtain physician orders, and timely documentation as per admission process.
5. Responsible for oversight of resident care provided on the nursing units. Immediately reports substandard care to supervisor.
6. Initiates immediate intervention in abusive situations to protect the resident and report allegations according to facility policy.
7. Receives and provides change of shift report regarding resident status and changes in condition.
8. Assures nursing practice is in compliance with Nurse Practice Act, facility policies/procedures and state, and federal regulations.
9. Coordinates and provides primary care including all ADL's, including but not limited to bathing, dressing, feeding, toileting, restorative nursing, and vital signs. Assures that proper resident care is provided by all nursing staff.
10. Receive and implement physician orders.
11. Responsible for notification of physician regarding changes in resident conditions.
12. Counts narcotics and maintains accurate records according to policy, if necessary.
13. Notifies families when there are changes in condition, falls or incidents, and emergencies.
14. Maintain and understand automated medication machine. Ensure that machine has sufficient ink and ribbon and knowledge to change if needed. (SNF only)
15. Change out empty medication canisters. (Greensburg only)

### **Other Responsibilities**

1. Completion and verification of monthly physician orders and MARS/TARS.
2. Participates in resident care/support planning conferences as assigned.
3. Monitors serving of residents' prescribed diets, and fluid intake. Take notes of deviations from normal and reports persistent unresolved problems to the resident's physician.
4. Daily rounds and rounds with physician to ensure coordination of resident care and timely completion of documentation. Responsible to coordinate phone calls to physicians as needed.
5. Participates in staff and committee meetings as required.
6. Uses and cares for equipment and supplies properly. Communicates with Unit Clerk (if applicable) to obtain supplies/services as needed.
7. Participates in on going training needs of LPN's, Certified Nursing Assistants.
8. Identifies areas of staff training required to provide quality care and notifies supervisor of assessed needs.
9. Completes employee incident/accident reports immediately
10. Participates in the recruitment process for nursing staff as assigned.
11. Evaluates functions of unit to ensure resident care, staff relations, and efficiency of service. Reports concerns to the supervisor.
12. Communicates with staff, ancillary departments, Home Health Providers and family members to discuss issues related to the residents condition of care.
13. Functions as a resident advocate to ensure resident rights are not violated.
14. Performs daily check-in operations for Senior Apartment residents if appropriate to shift. (Personal Care)
15. Responds to emergency calls from Senior Apartments. (Personal Care)
16. Responsible for reporting and tracking infections and adhering to infection control practices established within the facility.

### **Supervisory Responsibilities**

None. However, in the absence of the Director of Nursing, RN Supervisor, Personal Care Manager, Campus Director or Executive Director, the RN Charge Nurse is the administrator designee.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be knowledgeable in entering orders to pharmacy via computer.

### **Education and/or Experience**

Graduate of an accredited school of nursing and successful passing of registered nursing licensure exam.

### **Language Skills**

Ability to read, analyze, and interpret nursing periodicals, scientific journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from individuals or groups of managers, residents, family members, physicians, therapists, employees, outside business contacts, and the general public.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions,

and decimals. Ability to apply these concepts in situations such as, but not limited to: measuring medications, taking temperatures and blood pressure, measuring wounds, using medical equipment, assessing changes in a patient's blood sugar level, ordering supplies, and measuring dietary intake and urine output. Ability to compute volume, rate, ratio, and percentage in the same situations.

### **Reasoning Ability**

Ability to deal with several abstract and concrete variables to define problems, collect data, establish facts, and draw valid conclusions when assessing patient needs and conditions, prioritizing work, making recommendations regarding resident care levels, communicating with family members, and investigating situations that arise from residents, family members, supervisors, and employees. Ability to interpret an extensive variety of written or verbal technical instructions from physicians and supervisors. Ability to interpret non-verbal gestures, body movements, and facial expressions as cues to determine residents' needs.

### **Computer Skills**

Familiarity with keyboarding, word processing and software usage.

### **Certificates, Licenses, Registrations**

Current Registered Nurse license in Pennsylvania required.

### **Other Skills and Abilities**

Nursing skills specific to geriatric patients are needed. May need additional skills with special-need geriatric patients such as those with dementia, Alzheimer's or those requiring advanced health care. Ability to use patient lift equipment.

### **Mental Abilities**

- \* The ability to get along with others and engage them in activities
- \* The ability to concentrate for extended periods of time
- \* The ability to remain calm in emergency situations
- \* The ability to shift focus from one task to another
- \* The ability to prioritize tasks effectively

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear when communicating with residents, family members, Redstone staff, and outside business contacts. The employee is frequently required to stand while conversing with various individuals, preparing medications at the medicine cart, and administering medications to the residents; walk throughout the unit; sit at a desk; use hands to finger, handle, or feel when preparing medications, using syringes and the telephone or computer, and attending to the physical needs of the resident; and reach with hands and arms when obtaining supplies, dispensing medications, and attending to resident needs. The employee is occasionally required to climb stairs or balance when assisting C.N.A.'s with residents; stoop or crouch to communicate with residents and to place items in or get items from low drawers or shelves; pump a foot pedal to raise or lower a resident's bed; and use his/her sense of smell to detect odors within the unit and emanating from the residents. The employee must regularly move up to 50 pounds when pushing the medicine cart. The employee must occasionally lift or move up to 100 pounds when moving residents by wheelchair or assisting the Aides with the residents. The employee must occasionally lift up to 10 pounds, which is generally supplies such as reams of paper, files, medications, and forms. Specific vision abilities required by this job include: close vision, distance vision and peripheral vision in order to monitor resident behavior at close range and at a distance and to maneuver the medicine cart; close vision for computer and paper detail work; distance vision to see resident call lights down the hall; color vision to identify medications, assess changes in coloring of patients' skin or wounds, and to review color-coded spreadsheets or documents; and

depth perception and ability to adjust focus from far patients to near patients and from computer to desk or unit hallways.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts with resident equipment and medicine carts, and to fumes from medicated creams and cleaning products. The employee is frequently exposed to airborne viruses and bacteria, as well as blood-borne, fecal-borne, and other bodily pathogens carried by residents. The noise level in the work environment can range from quiet while in a private office or resident's room to loud while in resident common areas or at the nurse's station where there are televisions and equipment operating, phones ringing, light to heavy traffic, and people talking.

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Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

It is Redstone Presbyterian SeniorCare's policy to base hiring decisions solely on the individual's ability to perform essential job functions. Persons with disabilities are eligible for this position provided they can perform those functions with reasonable accommodation.

I have read the RN Charge Nurse job description. By my signature I confirm that I fully understand and certify that I am able to perform the duties listed.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_