



JOB DESCRIPTION

Section: HUMAN RESOURCES	Policy Number: HR-7.5
Subject: REGISTERED NURSE JOB DESCRIPTION	Original Date: JAN01
Approved by: ADMINISTRATOR	Last Reviewed: JUN15 Last Revised: JUN15
Signed:	Related Procedures:
Date:	Page 1 of 3

Purpose of Job:

To plan, organize and participate in total nursing care to meet individual resident's needs in accordance with the philosophy, objectives and policies of the home.

Regular Duties and Responsibilities:

- Identify and provide for the total nursing needs of the individual resident and initiate changes in the nursing care plan when indicated.
- Administer the treatments and medications ordered by the attending physician.
- Observe and record reactions, signs and symptoms together with an evaluation of the resident's progress.
- Supervise and delegate care given by auxiliary nursing personnel.
- Attend and participate in nursing conferences at beginning, during and end of duty, to exchange information on assigned residents.
- Assist the physician in carrying out diagnostic tests and therapeutic measures where required.
- Maintain an accurate record of the medical treatment and medications administered and performed.
- Promote resident acceptance of the medical treatment and nursing care program and teach the practice of good health habits.

- Co-operate with other members of the care team and personnel of other departments in providing total resident care based on the nursing process.
- Attend nursing staff meetings and committees and actively participate in the in-service education programs.
- Develop and maintain good public relations and an effective working relationship with residents, the general public, other employees, and the attending physicians.
- Contribute to the welfare of the resident by providing a comfortable, orderly, clean and safe environment.
- Contribute to the Quality of Service Program by suggesting and participating in resident care reviews.
- Assist in maintaining residential care for the residents by allowing them to make choices and decisions for themselves.
- Functions as a Case Manager for the Care Plan of residents assigned to you and expand that role as needed.
- Receive annual certification in First Aid and CPR totaling six hours of on-site training.

Administrative Responsibilities:

- Participate in direction/supervision of nursing care staff. Act in absence of the Director of Care.
- Provide for scheduling in an emergency basis.
- Provide for supplies an emergency basis.
- Provide regular and special reports as required.

Special Duties and/or Responsibilities:

- Participate in and contribute to health programs in the home and community. Maintain liaison with the nursing staff from nearby institutions, nursing associations and Nursing Home Services.
- Participate in the planning of any building or renovation programs affecting nursing departments.
- These job duties are only the basic and prime duties of the job; related and allied duties will be assigned from time to time as may become necessary to the operation of the Home.
- Provide and/or assist with orientation of new equipment and supplies required for the care of residents including drugs and medicines, medical and surgical supplies, office supplies and teaching aids.

Nursing Home Responsibilities:

- In the absence of the Director of Care and/or Administrator to assume responsibility as employers representative for all managerial tasks.
- Maintain good public relations and an effective working relationship with residents the general public, other departments and the visiting physician.
- Participate in the presentation of teaching and orientation programs for the nursing staff.
- The R.N. supervisor delegates tasks to subordinate staff. The R. N. is responsible to ensure that all duties are adhered to: i.e. break periods, care being provided and leaving work early.
- If the R.N. discovers that the tasks are not being delivered to her satisfaction, she must speak to the caregiver(s) and document the incident.
- The R.N. is responsible to address and document immediately any form of verbal abuse to the resident or verbal abuse between staff members.
- The R. N. is responsible to address and document immediately any/all inappropriate behavior of staff.
- The R.N. is responsible to address and document immediately insubordination of any kind.
- The R.N. is responsible to document immediately all details in regards to resident abrasions/bruises, etc.

WORKING CONDITIONS: Normal

LINE OF PROMOTION: FROM: Direct Hiring
TO: Registered Nurse

SUPERVISED BY: Director of Care and reports to DOC or
Administrator

WORKERS SUPERVISED: All assigned subordinate staff

QUALIFICATIONS:

- Successful completion of an approved course in Nursing.
- Must be registered and in good standing with the NANB
- Physically able to perform assigned duties.
- Good previous work record, including attendance

It is the responsibility of all employees' to take every reasonable precaution to ensure the health & safety of people and abide by the health & safety policies of the Home.