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REGISTERED NURSE

Job Description (Nursing)

Name: _____

Date: _____

POSITION SUMMARY: - Assists with the planning, organization, development, coordination, management and direction of the Nursing Department in its Programs and activities in accordance with current Federal, State and Local guidelines and regulations, accepted standards of practice and as may be directed by Administration and/or VP of Nursing

REPORTS TO:

- RN Manager

JOB FUNCTIONS:

A job description cannot fully identify all examples of work performed by an employee and should be used as a guideline in understanding the nature of the position. The omission of specific statements of duties does not exclude them from the essential functions of the position if work is similar, related, or is a logical assignment to the position.

QUALIFICATIONS:

- Graduate of an accredited school of nursing as a Registered Nurse.
- Currently licensed in the State of New York as an R.N.
- Knowledge of MDS and care planning a plus.
- IV Certification a plus,
- Supervisory skills.

THE FOLLOWING DUTIES/RESPONSIBILITIES ARE ESSENTIAL FUNCTIONS OF THE JOB THAT MUST BE SATISFACTORILY MET WITH OR WITHOUT ACCOMMODATION.

DEPARTMENTAL:

- Assists with the planning, organization, development, coordination and direction of the Nursing Department in its Programs and activities in accordance with current Federal, State and Local guidelines and regulations, accepted standards of practice and as may be directed by Administration and/or VP of Nursing.
- The RN's responsibilities, including supervising and carrying out clinical assignments in conducting the direct care operations, have a significant impact on the facility operations.
- The RN has the authority to formulate, affect, interpret and implement management policies and operating procedures with regard to Nursing responsibilities.
- Makes independent decisions, as necessary, in carrying out day to day operations in ensuring optimal resident care.

- Directly supervises assigned staff which includes but is not limited to, participating in orientation, manage staff performance in relation to the position's standards, and monitor time and attendance.
- Exercises good independent judgment and discretion in effectively managing assigned staff by, but not limited to, hiring, transfers, conducting performance appraisals, corrective disciplinary action up to and including termination and other supervisory interventions which may affect a change in the assigned staff's status of employment.
- Makes recommendations to Department Head or designee, as to the hiring, firing, advancement, promotion or any other change in employment status.
- Responsible for supervision of care given to residents by Licensed Practical Nurse, CNA's, and other members of the team.
- Develops resident's daily assignment sheets and makes changes as indicated based on staffing patterns and resident acuity.
- Independently assigns duties to staff to ensure optimal patient care.
- Maintains a liaison and communicates with other department supervisors to adequately plan for resident activities and ensures continuity of resident care.
- Evaluates resident's response to medication and treatment.
- Responsible for ensuring administration of medication and treatments, and evaluating resident's response to medication and treatment.
- Responsible for assessing the nutritional needs of residents.
- Performs ongoing physical assessments on all residents and notifies Medical Staff, Nurse Manager/ Supervisor.
- Gives direct resident care based on sound scientific principles as deemed necessary.
- Participates in pressure ulcer rounds and documents pressure ulcers in accordance with policies and procedures.
- Participates in admissions, transfers, and discharge planning according to Nursing procedures, including, but not limited to interviewing and assessing new admissions and initiating care plans.
- Responsible for providing complete physical care.
- Identifies educational needs of Nursing Staff and participates in in-service educational programs by attending and providing individual, group, unit, and facility education/in-service.
- Assures weights are obtained per policy and procedure and discrepancies are reported to RNM, Medical Staff, and Dietary.
- Makes rounds at least two times per shift to assess resident condition and unit environment.
- Maintains the confidentiality of all resident information as per HIP AA guidelines and the facility's policies.
- Develops and maintains a written care plan for each resident; both initial and interim care plans as residents' problems/needs change.
- Reviews and regularly evaluates resident care plans to meet nursing care goals.
- Participation in resident teaching and documentation of same.
- In absence of Nurse Manager, does MDS~ care plans and runs CCP meeting, or as directed.
- Responsible for complete assessment and Nursing care plan of resident.
- Responsible for accurate documentation in the chart and all related documentation as indicated.
- Establishes communication links with patient, responsible relative or friend.
- Communicates with other disciplines to provide continuity of care.
- Participates in investigations, facility emergencies and other essential operations.
- Responsible for providing a safe environment.
- Keeps Administration/Nursing Administration advised of potential/actual safety hazards.
- Performs other duties as assigned.

FACILITY-WIDE:

- Must possess the ability to consistently come to work as assigned, including coming to work

regularly and on time.

- Must possess the ability to adhere to the time recording policy, including adhering to meal/break policy/schedules, as assigned.
- Must comply with departmental dress code requirements including prominently wearing one's ID card, and maintaining normal levels of personal hygiene and professional appearance.
- Must have the ability to satisfactorily meet work performance and productivity standards as they relate to the position.
- Must participate in and adhere to facility programs and activities such as but not limited to, employee health, safety, security and corporate compliance.
- Must participate in facility mandatory in-service and job training programs and activities, as assigned.
- Must perform all duties and all interactions in accordance with current Federal, State, Local guidelines and regulations, Facility policies and procedures, and accepted standards of practice.
- Must have the ability to uphold the highest standards of ethics, integrity and honesty in matters of conduct and behavior as it pertains to work performance, position and profession.
- Must have the ability to effectively and professionally cope with and manage interactions with patients/residents and their family members and/or visitors, as well as, co-workers, to ensure the best possible care, customer service and satisfaction.
- Must have the ability to maintain confidentiality in all matters concerning the facility's resident/patients as well as assigned computer/software and work product.
- In an emergency, may be asked to perform other functions as deemed necessary.

JOB COMPETENCY:

- Must maintain and timely provide facility with current license/certification as required by the position.
- Must be able to read, write, speak and understand the English language with sufficient proficiency to meet the essential functions of the position.
- Must possess the ability to utilize critical thinking skills and make good independent decisions when circumstances warrant such actions.
- Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel.
- Must function independently, demonstrate flexibility and have the ability to handle multiple tasks simultaneously.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing Nursing Department practices.
- Must demonstrate ability to maintain satisfactory competency levels and professional standards of practice.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the essential functions of this position can be fully met.
- Must have the ability to operate a computer or use prosthetics or devices that will enable such use.
- Must be physically able to operate the facility's specific equipment in relation to the position or use prosthetics or devices that will enable such use.

SETTING:

- Work on nursing unit as well as throughout the facility.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to falls, burns from equipment, odors, etc. throughout the work day.
- May be exposed to infectious waste, diseases, conditions, etc. including the AIDS and Hepatitis B viruses.
- Must be able to perform duties throughout the facility, including ability to use stairs.
- Must be able to sit, stand, walk, climb, stretch, and bend with sufficient ability to meet the essential functions of the position.

- Must be able to stand, lift, push and pull at least 50 lbs
- Must be in good general health and demonstrate emotional stability with sufficient proficiency to meet the essential functions of the position.
- May be subject to frequent interruptions
- May be subject to hostile and emotionally upset residents, family members, etc.
- Must be able to work beyond normal working hours, on weekends, and in other positions temporarily, when necessary.
- May be subject to stay or call back during an emergency (such as but not limited to severe weather, utilities failure, evacuation, disasters etc)

ACKNOWLEDGEMENT:

I understand that I am responsible to become familiar with the contents of this document. I agree to abide by and conduct myself in complete accord with them.

Signature: _____

Date: _____