

## **Arbutus Park Manor**

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**Job Title:** Registered Nurse/Charge Nurse

### **Basic Qualifications**

**Education / Training:** A high school diploma or equivalent; graduate of an approved school of nursing; current Pennsylvania license to practice as a Registered Nurse.

**Skill(s):** Proficient reading, writing, grammar, mathematics, and computer skills; proficient interpersonal relations and communicative skills; thorough knowledge of current long-term care nursing practices in accordance with the Pennsylvania Department of Health long-term care licensure regulations; knowledge of drug interactions, side effects, and incompatibilities; demonstrated management and supervisory skills; satisfactory completion of pre-employment physical (post-offer); ability to stand, bend, kneel, stoop, climb, push, and pull items weighing 50 lbs. or less; visual and auditory skills.

**Experience:** A minimum of three (3) years' experience in related positions normally required; long-term care experience preferred.

### **General Responsibilities**

Responsible for planning, directing, and coordinating nursing services in accordance with all applicable state and federal regulations and Arbutus Park Manor's policies and procedures; implementing specific procedures and programs; insuring unit compliance with all operating policies and procedures and various regulatory requirements; coordinating work within the department; directly supervising assigned personnel; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information.

### **Essential Duties**

1. Plans, directs, and coordinates nursing services in accordance with all applicable state and federal regulations and Arbutus Park Manor's policies and procedures as follows:
  - a. Pronounces death of a resident' obtains phone orders on residents' evaluates residents' status.
  - b. Assists nursing personnel in implementation of residents' individualized care plans.
  - c. Ensures that all residents receive designated care; assigns job responsibilities on a shift schedule.
  - d. Oversees cleanliness of residents' units and areas.
  - e. Makes rounds when finished with reports.

- f. Writes written report at end of shift and performs a census count.
  - g. Responsible for health teaching, including observation of good infection control techniques, universal precautions, residents' rights, and recognition of resident abuse.
  - h. Reports any significant change in resident to family members and physicians.
  - i. Responsible for recording of data on residents including a monthly summary, appropriate soap notes, and transfer sheets.
  - j. Interprets Arbutus Park Manor policies and resident needs and care to families, visitors, staff, and the community.
  - k. Answers residents' call bells.
  - l. Acts as Building RN Supervisor when necessary.
2. Implements specific procedures and programs as follows:
- a. Insures an atmosphere which allows for the privacy, dignity, and well-being of all residents in a safe, secure environment.
  - b. Follows universal precautions.
  - c. Attends and actively participates in management meetings and implements and communicates resulting procedural changes; directives, etc.; conducts in-service training programs for nurses.
  - d. Maintains awareness of individual responsibilities under the established Fire Safety/Disaster plan.
  - e. Insures the confidentiality of all resident-and/or employee-related information.
  - f. Insures compliance with established quality assurance program.
3. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of sexual harassment and other forms of illegal discriminatory behavior in the work place.
4. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness.
5. Coordinates specific tasks with other personnel within the department and in other departments in order to insure the smooth and accurate flow of information.

6. Directly supervises assigned personnel as follows:
  - a. Makes provisions for the proper orientation and training of new personnel.
  - b. Contributes to employee performance reviews on a regularly scheduled basis.
  - c. Organizes, schedules, and distributes work among assigned personnel.
  - d. Keeps personnel informed of pertinent policies and procedures affecting the department and/or their jobs; creates an atmosphere in which upward communication from employees is encouraged.
  - e. Administers personnel policies and procedures as established by Arbutus Park Manor's policy.
7. Reports pertinent information to the immediate supervisor; reports any emergency situations to the Director of Nursing, Assistant Director of Nursing, or Administrator as per Manor policy and state and federal regulations.
8. Responds to inquiries relating to his/her particular area; responds to requests from personnel, etc., within the given time frames and within the established policies.
9. Maintains a professional attitude and is supportive of the facility goals and objectives.

#### **Ancillary Duties**

1. Attends all mandatory in-service training programs and required meetings; conducts in-service training programs as necessary; keeps up to date on current information relating to the nursing field.
2. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual circumstances.

#### **Equipment/ Machines**

1. Telephone
2. PC/Computer keyboard
3. Printer/Scanner
4. Fax machine
5. Photocopier
6. Various medical equipment and supplies