

SANTA ROSA CARE CENTER
1650 N SANTA ROSA AVE
TUCSON, AZ 85712

LICENSED STAFF NURSE (LPN, RN) - JOB DESCRIPTION

Name (print): _____

PURPOSE OF YOUR POSITION:

The primary purpose of your position is to provide direct nursing care to the residents, and to supervise the day-to-day nursing activities performed by nursing assistants. Such supervision must be 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 Services or Nurse Supervisor to ensure that the highest degree of quality care is maintained at all times.

JOB FUNCTIONS:

Every effort has been made to identify the essential functions of this position. It is in no way implied, however, that the duties outlined in this document are the only ones you will be required to perform. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

DUTIES and RESPONSIBILITIES:

Administrative Functions

- Direct the day-to-day functions of the nursing assistants in accordance with current rules, regulations, and guidelines that govern the long-term care facility.
- Ensure that all nursing personnel assigned to you comply with the written policies and procedures established by this facility.
- Periodically review the department's policies, procedure manuals, job descriptions, etc. and make recommendations for revisions.
- Meet with your assigned nursing staff, as well as support personnel, in planning the shift's services, programs, and activities.
- Ensure that all nursing service personnel comply with the procedures set forth in the Nursing Service Procedure Manual.
- Make written and oral reports/recommendations concerning the activities of your shift as required.
- Cooperate with other resident services when coordinating nursing services to ensure that the resident's total regimen of care is maintained.
- Ensure that all nursing service personnel are in compliance with their respective job descriptions.
- Participate in the development, maintenance, and implementation of the facility's quality assurance program for the nursing service department.
- Participate as may be requested in facility surveys (inspections) made by authorized government agencies.
- Periodically review the residents' written discharge plans. Participate in updating this as required.
- Assist in planning the nursing services portion of the residents' discharge plans as necessary.
- Interpret the department's policies and procedures to personnel, residents, visitors, and government agencies as required.
- Admit, transfer, and discharge residents as required.

- Complete accident/incident reports as necessary.
- Perform administrative duties such as completing medical forms, reports, studies, charting, etc. as necessary.

Charting and Documentation Functions

- Complete and file required record-keeping forms/charges up on the resident's admission, transfer, and/or discharge.
- Encourage attending physicians to review treatment plans, record and sign their orders, progress notes, etc. in accordance with established policies.
- Receive telephone orders from physicians and record on the Physicians' Order Form.
- Transcribe physicians' orders to resident charts, MARS, TARS, or PCC as required.
- Chart nurses' notes in an informative and descriptive manner which reflects the care provided to the resident, as well as the resident's response to the care.
- Fill out and complete accident/incident reports. Submit to Director or designee as required.
- Chart all reports of accidents/incidents involving residents. Follow established procedures.
- Record new/changed diet orders. Forward information to the Dietary Department.
- Report all discrepancies noted concerning physicians' orders, diet change, charting error, etc. to the Nurse Supervisor.
- Fill out and complete transfer forms in accordance with established procedures.
- Ensure that appropriate documentation concerning unauthorized discharges is entered in the resident's medical record in accordance with established procedures.
- Perform routine charging duties as required and in accordance with established charting and documentation policies and procedures.
- Sign and date all entries made in the resident's medical record.

Drug Administration Functions

- Prepare and administer medications as ordered by the physician.
- Verify the identity of the resident before administering the medication/treatment.
- Ensure that prescribed medication for one resident is not administered to another.
- Ensure that an adequate supply of floor stock medications, supplies, and equipment is on hand to meet the nursing needs of the residents. Report needs to the Nurse Supervisor.
- Order prescribed medications, supplies, and equipment as necessary, and in accordance with established policies.
- Ensure that narcotic records are accurate for your shift.
- Notify the Nurse Supervisor of all drug and narcotic discrepancies noted on your shift.
- Review medication cards for completeness of information, accuracy in the transcription of the physician's order, and adherence to stop order policies.
- Notify the attending physician of automatic stop orders prior to the last dosage being administered.
- Dispose of drugs and narcotics as required, and in accordance with established procedures.

Personnel Functions

- Participate in employee performance evaluations, determining your shift's staffing requirements, and making recommendations to the Nurse Supervisor concerning employee dismissals, transfers, etc.
- Inform the Nurse Supervisor of staffing needs when assigned personnel fail to report to work.
- Review and evaluate your department's work force and make recommendations to the Nurse Supervisor.
- Develop work assignments and/or assist in completing and performing such assignments.
- Provide leadership to nursing personnel assigned to your unit/shift.
- Make daily rounds of your unit/shift to ensure that nursing service personnel are performing their work assignments in accordance with acceptable nursing standards.

- Report problem areas to the Nurse Supervisor.
- Meet with your shifts' nursing personnel on a regularly scheduled basis to assist in identifying and correcting problem areas, and/or to improve services.
- Ensure that department personnel, residents, and visitors follow the department's established policies and procedures at all times.
- Develop and maintain a good working rapport with inter-departmental personnel, as well as other departments within the facility to ensure that nursing services and activities can be adequately maintained to meet the needs of the residents.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the unit and shift.
- Review complaints and grievances made or filed by your assigned personnel. Make appropriate reports to the Nurse Supervisor as required or as may be necessary. Follow facility's established procedures.
- Ensure that departmental disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sexual orientation, religion, disability, or marital status.
- Receive/give the nursing report upon reporting in and ending shift duty hours.
- Report occupational exposures to blood, bodily fluids, infectious materials, and hazardous chemicals in accordance with the facility's policies and procedures governing accidents and incidents.

Nursing Care Functions

- Inform nursing personnel of new admissions, their expected time of arrival, room assignment, etc.
- Ensure that rooms are ready for new admissions.
- Greet newly admitted residents upon admission. Escort them to their room(s) as necessary.
- Participate in the orientation of new residents/family members to the facility.
- Make rounds with physicians as necessary.
- Requisition and arrange for diagnostic and therapeutic services as ordered by the physician, and in accordance with our established procedures.
- Consult with the resident's physician in providing the resident's care, treatment, rehabilitation, etc. as necessary.
- Review the resident's chart for specific treatments, medication orders, diets, etc. as necessary.
- Implement and maintain established nursing objectives and standards.
- Make periodic checks to ensure that prescribed treatments are being properly administered by certified nursing assistants and to evaluate the resident's physical and emotional status.
- Ensure that direct nursing care is provided by a licensed nurse, a certified nursing assistant, and/or a nurse trainee qualified to perform the procedure.
- Cooperate with and coordinate social activity programs with nursing service schedules.
- Notify the resident's attending physician when the resident is involved in an accident or incident.
- Notify the resident's attending physician and next-of-kin when there is a change in the resident's condition.
- Carry out restorative and rehabilitative programs, to include self-help and care.
- Inspect the nursing service treatment areas daily to ensure that they are maintained in a clean and safe manner.
- Administer professional services such as: catheterization, tube feedings, suction, applying and changing dressings/bandages, packs, colostomy, and drainage bags, giving massages and range of motion exercises, care for the dead/dying, etc. as required.
- Use restraints only when necessary and in accordance with established policies and procedures.
- Obtain sputum, urine and other specimens for lab tests as ordered.
- Take and record TPRs, blood pressures, etc. as necessary.
- Monitor seriously ill residents as necessary.
- Check foods brought into the facility by the resident's family/visitors to ensure that it is within the resident's dietary allowances. Report problem areas to the Nurse Supervisor and Dietary Supervisor.

- Ensure that personnel providing direct care to residents are providing such care in accordance with the resident's care plan and wishes.
- Ensure that residents who are unable to call for help are checked frequently.
- Meet with residents and/or family members as necessary. Report problem areas to the Nurse Supervisor.
- Admit, transfer, and discharge residents as necessary.
- Assist in arranging transportation for discharged residents as necessary.
- Ensure that discharged residents are escorted to the pick-up area.
- Inform family members of the death of the resident.
- Call funeral homes when requested by the family. Ensure that established post-mortem procedures are followed.

Staff Development

- Participate in developing, planning, conducting, and scheduling in-service training classes that provide instructions on "how to do the job," and ensure a well-educated nursing service department.
- Implement and maintain an effective orientation program that orients the new employee to your shift, its policies and procedures, and to his/her job position and duties.
- Assist in standardizing the methods in which work will be accomplished.
- Assist in training department personnel in identifying tasks that involve potential exposure to blood/bodily fluids.
- Assist the Director in planning clinical supervision for nurse aide trainees.
- Attend and participate in outside training programs.
- Attend and participate in annual OSHA and CDC in-service training programs for hazard communication, TB management, and bloodborne pathogens standard.
- Attend and participate in advance directive in-service training programs for the staff and community.
- Attend and participate in continuing education programs designed to keep you abreast of changes in your profession, as well as to maintain your license on a current status.

Safety and Sanitation

- Monitor your assigned personnel to ensure that they are following established safety regulations in the use of equipment and supplies.
- Ensure that established departmental policies and procedures, including dress codes, are followed by your assigned nursing personnel.
- Assist the Director and/or Infection Control Coordinator in identifying, evaluating, and classifying routine and job-related functions to ensure that tasks in which there are potential exposure to blood /bodily fluids are properly identified and recorded.
- Ensure that all personnel performing tasks that involve potential exposure to blood/bodily fluids participate in appropriate in-service training programs prior to performing such tasks.
- Ensure that an adequate supply of personal protective equipment is on hand and is readily available to personnel who perform procedures that involve exposure to blood or bodily fluids.
- Ensure that your assigned work areas (i.e., nurses' stations, medicine preparation rooms, etc.) are maintained in a clean and sanitary manner.
- Ensure that your unit's resident care rooms, treatment areas, etc. are maintained in a clean, safe, and sanitary manner.
- Ensure that your assigned personnel follow established hand washing techniques in the administering of nursing care procedures.
- Ensure that your assigned personnel participate in and conduct all fire safety and disaster preparedness drills in a safe and professional manner.
- Participate in the development, implementation, and maintenance of the infection control program for monitoring communicable and/or infectious diseases among the residents and personnel.

- Ensure that your assigned personnel follow established infection control procedures when isolation precautions become necessary.
- Ensure that nursing personnel follow established procedures in the use and disposal of personal protective equipment.
- Participate in the development, implementation, and maintenance of the procedures for reporting hazardous conditions or equipment.
- Ensure that all personnel wear and/or use safety equipment and supplies (e.g., back brace, mechanical lifts, etc.) when lifting or moving residents.
- Report missing/illegible labels and MSDSs to the safety office or other designated person.

Equipment and Supply Functions

- Recommend to the Nurse Supervisor the equipment and supply needs of your unit/shift.
- Ensure that an adequate stock level of medications, medical supplies, equipment, etc. is maintained on your unit/shift at all times to meet the needs of the residents.
- Ensure that only trained and authorized personnel operate your unit/shift's equipment.
- Ensure that all personnel operate nursing service equipment in a safe manner.
- Monitor nursing procedures to ensure that nursing service supplies are used in an efficient manner to avoid waste.
- Ensure that appropriate MSDSs are on file for hazardous chemicals used in the nursing service department.

Care Plan and Assessment Functions

- Review care plans daily to ensure that appropriate care is being rendered.
- Inform the Nurse Supervisor of any changes that need to be made on the care plan.
- Ensure that your nurses' notes reflect that the care plan is being followed when administering nursing care or treatment.
- Review resident care plans for appropriate resident goals, problems, approaches, and revisions based on nursing needs.
- Ensure that your assigned certified nursing assistants (CNAs) are aware of the resident care plans. Ensure that the CNAs refer to the resident's care plan prior to administering daily care to the resident.
- Assist the Resident Assessment/Care Plan Coordinator in planning, scheduling, and revising the MDS, including the implementation of RAPs and Triggers.

Resident Rights

- Maintain the confidentiality of all resident care information.
- Monitor nursing care to ensure that all residents are treated fairly, and with kindness, dignity, and respect.
- Ensure that all nursing care is provided in privacy and that nursing service personnel knock before entering the resident's room.
- Ensure that all nursing service personnel are knowledgeable of the residents' responsibilities and rights including the right to refuse treatment.
- Review complaints and grievances made by the resident and make a written/oral report to the Nurse Supervisor indicating what action(s) were taken to resolve the complaint or grievance. Follow the facility's established procedures.
- Maintain a written record of the resident's complaints and/or grievances that indicates the action taken to resolve the complaint and the current status of the complaint.
- Report and investigate all allegations of resident abuse and/or misappropriation of resident property.
- Ensure that nursing staff personnel honor the resident's refusal of treatment request.
- Ensure that such requests are in accordance with the facility's policies governing advance directives.

Miscellaneous

- Provide data to the Quality Assurance and Assessment Committee as requested.

Working Conditions

- Works in office area(s) as well as throughout the nursing service area (i.e., drug rooms, nurses' stations, resident rooms, etc.).
- Moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc. under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
- Communicates with the medical staff, nursing personnel, and other department supervisors.
- Works beyond normal working hours, and in other positions temporarily, when necessary.
- Is subject to call-back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Attends and participates in continuing educational programs.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the HIV and Hepatitis B viruses.
- May be subject to the handling of exposure to hazardous chemicals.
- Maintains a liaison with the residents, their families, support departments, etc., to adequately plan for the residents' needs.

Education

- Must possess, as a minimum, a Nursing Degree from an accredited college or university, or be a graduate of an approved LPN/LVN program.

Specific Requirements

- Must possess a current, unencumbered, active license to practice as an RN or LPN/LVN in this state.
- Must possess a current Fingerprint Clearance Card, current CPR card, and a negative PPD or CXR.
- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care.
- Must possess leadership and supervisory abilities and the willingness to work harmoniously with and supervise other personnel.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc. that are necessary for providing quality care.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
- Must be willing to seek out new methods and principles and be willing to incorporate them in to existing nursing practices.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the work day.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear or use prosthetics which will enable these senses to function adequately to ensure that the requirements of the position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
- Must have the ability to stand for extended periods.
- Must be able to bend, stoop, stretch, twist, sit and reach.
- May be necessary to assist in the evacuation of residents during emergency situations.

Medication/Treatment Nurse Checklist (Shift 1 – 0700-1500)

Staff Initial	Staff Duties
	Rounds/Report
	Assign lunches; ensure all 2-way radios are signed out accordingly; apply teamwork.
	Administer A.M. medications.
	Supervise Dining Room, assist with feeding and diet compliance (B/Ps, FSBS, injections, or blood draws should be completed PRIOR to meals.
	Complete treatments.
	Complete documentation according to Alert Charting Board, F/U 24-Hour Report Book, and weekly/monthly charting.
	Administer noon medications ordered.
	Complete remaining documentation required, including: treatments, skin assessments, trimming of diabetic fingernails.
	Review M.A.R.S., T.A.R.S., and A.D.L. Books.
	Prepare for report, prepare carts for oncoming nurse.

Medication/Treatment Nurse Checklist (Shift 2 – 1500-2300)

Staff Initial	Staff Duties
	Rounds/Report
	Assign lunches, ensure 2-way radios are signed out accordingly, apply teamwork.
	Administer evening medications.
	Supervise Dining Room, assist with feeding and diet compliance (B/Ps, FSBS, injections, or blood draws should be completed PRIOR to meals.
	Administer bedtime medications.
	Ensure diabetics receive bedtime snack.
	Ensure ALL documentation is complete (i.e., Weekly/Monthly Assessments, M.A.R.S., T.A.R.S., A.D.L. books, Behavioral Occurrence Sheets.
	Prepare for report/oncoming nurse.

Medication/Treatment Nurse Checklist (Shift 3 – 2300-0700)

Staff Initial	Staff Duties
	Rounds/Report
	Complete census report, ensure 2-way radios are accounted for.
	Complete 24-hour report, and initiate 24-Hour Report sheet for the following day.
	Complete 24-hour checks in each individual chart.
	Test glucose meter, monitor and document refrigerator temps, collect and submit staff roster sheets, and complete/fax lab sheets as ordered.
	Administer 2400 medications/treatments.
	Ensure E.R. cart is stocked, all items in working condition, and checklist obtainable.
	Complete 11-7 filing.
	Organize and clean Medication Room and medication treatment cart.
	Order medication and re-stock carts according to individual M.A.R./T.A.R., appropriate pharmacy, NOT just by utilizing pharmacy stickers/labels.
	Complete weekly/monthly charting.
	0600 Medications/FSBS.
	Prepare for report and oncoming nurse.

Acknowledgement

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Staff Nurse and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures. I understand that as a result of my employment, I may be exposed to blood, bodily fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals, and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the Hepatitis B Virus and that the facility will make available to me, free of charge, the Hepatitis B vaccination.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination may be made with or without notice.

Signature: _____
Staff Nurse

Date: _____

Signature: _____
Director of Nursing Services

Date: _____

*****Apply in-person at: Santa Rosa Care Center
1650 N Santa Rosa Ave
Tucson, AZ 85712
(520) 795-1610**