



Job Description

Job Title: Registered Nurse
Department: Long Term Care
Reports To: Director of Nursing - LTC
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 9/1/10
Approved By: Director of Nursing
Approved Date: 2/20/2012
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SUMMARY

The Registered Nurse shall furnish services in accordance with the Nurse Practice Act and shall be utilized in accordance with basic principles of the professional nurse. All functions shall be performed in accordance with the established policies and practices of Agency and/or the particular institution in which the registered nurse is assigned. The Registered Nurse performs functions which require substantial specialized knowledge, judgment and skill based upon the principles of psychological, biological and social sciences and must be able to make nursing judgments accordingly. The Registered Nurse reports directly to the Director of Nursing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide quality, professional nursing care.

Initiate & oversee the Plan of Care and make necessary revisions.

Maintain an accurate clinical record preparing clinical and progress notes with follow through of timely record keeping.

Initiate preventative and rehabilitative nursing procedures and techniques.

Communicate effectively with all members of the interdisciplinary team.

Inform the physician, Director of Nursing and other personnel of changes in the resident's condition and needs.

Perform therapeutic procedures prescribed by the physician.

Supervise and teach professional and paraprofessional staff per agency guidelines.

Demonstrate knowledge of current health practices when performing assessments, observation and evaluation of resident care.

Assume responsibility for professional growth and development by active participation in continuing education, in-service programs, orientation and personal evaluations.

Demonstrates understanding & responsibility for MDS, PPS documentation.

Oversees & implements medication pass.

Participates in QAPI Program.

Ability to understand & verbalizes understanding of all regulations in LTC.

Ability to understand & verbalizes understanding of OBRA.

Exercise judgment in accepting assignments.

Cooperate, listen and to takes direction from the professional nursing staff concerning the medical cares needed for quality nursing care of resident.

Oversees and/or assists with admissions of resident and performs assessment per admit protocol.

Oversees and assists with transfers or discharges resident per protocol.

Provide feeding assistance to Elders as needed

Honor the resident's refusal of treatment request. Report such requests to the Director of Nursing and/or Medical Provider.

Report promptly all allegations of resident abuse and/or misappropriation of resident property.

Communicates plans and necessary changes to appropriate personnel.

Assist with MDS process, as assigned.

Document every resident condition according to charting guidelines. (i.e. case mix)

Keeps all staff informed of current plan of care.

In the absence of the staffing coordinator, ensures there is adequate staffing if there are call ins.

Possess good interpersonal communication and teaching skills.

Exhibit and possess professional behavior.

Regular attendance and punctuality is an essential function of this job.

All other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Adaptability - Manages competing demands; changes approach or method to best fit the situation.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; generates suggestions for improving work; presents ideas and information in a manner that gets others' attention.

SUPERVISORY RESPONSIBILITIES

Supervise LPN and nursing assistant staff as defined in the nurse practice act.

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.

EDUCATION AND/OR EXPERIENCE

Graduate from an accredited school of professional nursing.

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before group of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts, such as discounts, interests, commissions, proportions, percentages, area, circumference, and volume. Ability to apply basic concepts of algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge and experience using personal computers, internet software, Microsoft Excel and Microsoft Word.

CERTIFICATES, LICENSES, REGISTRATIONS

Be currently registered with the Minnesota Board of Nursing. Geriatric certification preferred. CPR/BLS Certification required.

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 frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, squat, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 toxic or caustic chemicals and body fluids. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date