

## Job Description Charge Nurse

**Risk Exposure:**

1. Direct contact.
2. Does not usually involve but could.
3. Does not involve at all.

Task assigned to this position involve potential and/or direct contact to blood or body fluids.

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

**Purpose:**

To supervise the day to day nursing activities during your scheduled shift. Such supervision must be in accordance with current federal, state and local standards, guidelines and regulations that govern the facility and/or as directed by the Director of Nursing. To ensure the highest degree of quality care is delivered.

**Accountable To:**

The Administrator and Director of Nursing

**Primary Duties and Responsibilities:**

\*May include all duties and responsibilities of the medication and treatment nurse.

**Risk**

Administrative:

- |  |   |
|--|---|
| 1. Participate in the quality management program.  | 3 |
| 2. Participate as a team member in helping to maintain an environment conducive to the resident's safety, welfare and best interest. | 3 |
| 3. Maintain professional working relationships with all staff, residents and families.   | 3 |
| 4. Participate in surveys by governmental agencies.  | 3 |
| 5. Serve on and participate in committees of the facility.   | 3 |

Personnel:

- |  |   |
|--|---|
| 1. Ensure there are sufficient nursing staff available for your shift. Arrange substitute staff as needed. | 3 |
| 2. Assign duties and follow up on assignments before the end of the shift.                                 | 3 |
| 3. Monitor nursing staff to assure all residents of their rights.  | 3 |

Resident Care:

- |  |   |
|--|---|
| 1. Directly evaluate and supervise all resident care and initiate corrective action.   | 3 |
| 2. Ensure nursing staff follow their respective job description, nursing policies and procedures, care plans and physician orders. | 3 |
| 3. Make regular rounds to evaluate quality of care and resident needs.   | 1 |
| 4. Coordinate all details or admissions, transfers and discharges as needed.   | 3 |
| 5. Assess residents for changes in condition, implement proper interventions and report to the physician as needed.                | 1 |
| 6. Document care in resident medical records and evaluate to ensure complete documentation.  | 3 |
| 7. Complete accident/incident reports as needed.   | 3 |
| 8. Notify family of any change in resident condition.  | 3 |
| 9. Communicate with physicians, diagnostic services, hospitals and families.   | 3 |
| 10. Make rounds with physicians and check charts for new orders.   | 2 |

Equipment and Supply Functions:

- |  |   |
|--|---|
| 1. Ensure safe and proper usage of equipment to avoid waste or breakage. | 3 |
| 2. Report any need for equipment to the Director of Nursing.             | 3 |

**Risk**

Safety and Sanitation:

- |  |   |
|--|---|
| 1. Work with nursing staff to maintain a safe and sanitary environment.          | 3 |
| 2. Follow fire and safety procedures.  | 2 |
| 3. Report any accident/incident or hazards to the appropriate authority.         | 3 |
| 4. Follow established infection control and body substance isolation procedures. | 2 |
| 5. Assist the infection control coordinator in identifying risks.                | 2 |

Staff Development:

- |   |   |
|---|---|
| 1. Present a professional image through dress, behavior and speech. | 3 |
| 2. Attend inservices and departmental meetings.                     | 3 |

Other:

- |   |   |
|---|---|
| 1. Perform any other duties as assigned by the director of nursing.             | 2 |
| 2. Adhere to all resident rights and maintain confidentiality of resident care. | 3 |
| 3. Participate in QA projects as assigned.                                      | 2 |

Working Conditions:

- |   |   |
|---|---|
| 1. Work through out the nursing service area.   | 2 |
| 2. Sit, stand, bend, lift, and moves intermittently during the working hours.   | 2 |
| 3. Involved and communicates with administration, other departments, physicians, residents, families, visitors, and government personnel. | 2 |
| 4. Subject to hostile and emotionally upset residents and families.   | 2 |
| 5. Work beyond normal working hours.  | 2 |
| 6. Subject to falls, risk of injury and odors through out the workday due the requirements of the job.                                    | 1 |
| 7. Required to wear an approved back support belt when lifting.   | 1 |
| 8. Required to use a gait belt with resident transfers and ambulation.  | 1 |
| 9. At risk of exposure to infectious diseases.  | 1 |

Qualifications and Education Requirements:

1. A registered or licensed practical nurse licensed in the state of Colorado.
2. Graduate of an accredited school of nursing.
3. Must be able to read, write, speak and understand the English language.
4. Knowledge and understanding of the long term care resident.
5. Experience in geriatric and rehabilitation nursing desired.
6. Able to make independent decisions if warranted.
7. Must have patience and enthusiasm as well as the willingness and ability to handle difficult residents.
8. Open to new ideas and be willing to incorporate them into practice.
9. Devotion to standards and principles of professional practice.
10. Deal tactfully with residents, families and other personnel.
11. Competent in supervision and leadership.

It must be understood that this job description in no way states or implies that these are only duties you will be require to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

I certify that this job description was reviewed with me and I fully understand and can perform the essential functions of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Nursing: \_\_\_\_\_ Date: \_\_\_\_\_

## Job Description Medication Nurse

**Risk Exposure:**

1. Direct contact.
2. Does not usually involve but could.
3. Does not involve at all.

Task assigned to this position involve potential and/or direct contact to blood or body fluids.

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

**Purpose:**

To administer all medications to the residents as ordered and as may be directed by the charge nurse. To ensure the highest degree of quality care is delivered.

**Accountable To:**

The Charge Nurse and Director of Nursing

**Primary Duties and Responsibilities:**

**Risk**

Administrative:

- |  |   |
|--|---|
| 1. Participate as a team member in helping to maintain an environment conducive to the resident's safety, welfare and best interest. | 3 |
| 2. Able to maintain professional working relationships with all nursing staff, residents and families.                               | 3 |
| 3. Participate in surveys by governmental agencies.  | 3 |
| 4. Serve on and participate in committees of the facility.   | 3 |

Resident Care:

- |  |   |
|--|---|
| 1. Administer and document all medication accurately and timely.   | 1 |
| 2. Re-order medications as necessary to fulfill physician orders.  | 3 |
| 3. Account for all narcotics each shift.   | 3 |
| 4. Observe for and report any drug reactions or side effects to the charge nurse.                                | 1 |
| 5. Take necessary vital signs prior to administering medications either by physician order or nursing judgement. | 1 |
| 6. Report resident progress and needs to the charge nurse.   | 3 |
| 7. Assist in the development of individual resident care plans.  | 3 |

Equipment and Supply Functions:

- |  |   |
|--|---|
| 1. Ensure safe and proper usage of equipment to avoid waste or breakage. | 3 |
| 2. Stock and clean medication cart daily.                                | 3 |
| 3. Keep medication room neat and orderly.                                | 3 |

Safety and Sanitation:

- |  |   |
|--|---|
| 1. Work with nursing personnel to maintain a safe and sanitary environment.      | 3 |
| 2. Follow fire and safety procedures.  | 2 |
| 3. Report any accident/incident or hazards to the appropriate authority.         | 3 |
| 4. Follow established infection control and body substance isolation procedures. | 2 |
| 5. Assist the infection control coordinator in identifying risks.                | 2 |

Staff Development:

- |   |   |
|---|---|
| 1. Present a professional image through dress, behavior and speech. | 3 |
| 2. Attend inservices and departmental meetings.                     | 3 |
| 3. Participate in quality management programs.                      | 3 |

**Risk**

Safety and Sanitation:

- |  |   |
|--|---|
| 1. Work with nursing staff to maintain a safe and sanitary environment.          | 3 |
| 2. Follow fire and safety procedures.  | 2 |
| 3. Report any accident/incident or hazards to the appropriate authority.         | 3 |
| 4. Follow established infection control and body substance isolation procedures. | 2 |
| 5. Assist the infection control coordinator in identifying risks.                | 2 |

Staff Development:

- |   |   |
|---|---|
| 1. Present a professional image through dress, behavior and speech. | 3 |
| 2. Attend inservices and departmental meetings.                     | 3 |

Other:

- |   |   |
|---|---|
| 1. Perform any other duties as assigned by the director of nursing.             | 2 |
| 2. Adhere to all resident rights and maintain confidentiality of resident care. | 3 |
| 3. Participate in QA projects as assigned.                                      | 2 |

Working Conditions:

- |   |   |
|---|---|
| 1. Work through out the nursing service area.   | 2 |
| 2. Sit, stand, bend, lift, and moves intermittently during the working hours.   | 2 |
| 3. Involved and communicates with administration, other departments, physicians, residents, families, visitors, and government personnel. | 2 |
| 4. Subject to hostile and emotionally upset residents and families.   | 2 |
| 5. Work beyond normal working hours.  | 2 |
| 6. Subject to falls, risk of injury and odors through out the workday due the requirements of the job.                                    | 1 |
| 7. Required to wear an approved back support belt when lifting.   | 1 |
| 8. Required to use a gait belt with resident transfers and ambulation.  | 1 |
| 9. At risk of exposure to infectious diseases.  | 1 |

Qualifications and Education Requirements:

1. A registered or licensed practical nurse licensed in the state of Colorado.
2. Graduate of an accredited school of nursing.
3. Must be able to read, write, speak and understand the English language.
4. Knowledge and understanding of the long term care resident.
5. Experience in geriatric and rehabilitation nursing desired.
6. Able to make independent decisions if warranted.
7. Must have patience and enthusiasm as well as the willingness and ability to handle difficult residents.
8. Open to new ideas and be willing to incorporate them into practice.
9. Devotion to standards and principles of professional practice.
10. Deal tactfully with residents, families and other personnel.
11. Competent in supervision and leadership.

It must be understood that this job description in no way states or implies that these are only duties you will be require to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

I certify that this job description was reviewed with me and I fully understand and can perform the essential functions of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Nursing: \_\_\_\_\_ Date: \_\_\_\_\_

## Job Description Treatment Nurse

**Risk Exposure:**

1. Direct contact.
2. Does not usually involve but could.
3. Does not involve at all.

Task assigned to this position involve potential and/or direct contact to blood or body fluids.

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

**Purpose:**

To administer all treatments to the residents as ordered and as may be directed by the charge nurse. To ensure the highest degree of quality care is delivered.

**Accountable To:**

The Charge Nurse and Director of Nursing

**Primary Duties and Responsibilities:**

**Risk**

Administrative:

- |  |   |
|--|---|
| 1. Participate as a team member in helping to maintain an environment conducive to the resident's safety, welfare and best interest. | 3 |
| 2. Maintain professional relationships with all nursing staff, residents and families.   | 3 |
| 3. Participate in surveys by governmental agencies.  | 3 |
| 4. Serve on and participate in committees of the facility.   | 3 |

Resident Care:

- |   |   |
|---|---|
| 1. Administer and document all treatments accurately and timely.                                | 1 |
| 2. Document the description of skin problems at least weekly. Include size, stage and progress. | 1 |
| 3. Re-order treatment medications as necessary to fulfill physician orders.                     | 3 |
| 4. Observe for and report any drug reactions or side effects to the charge nurse.               | 1 |
| 5. Provide a skin report to the Director of Nursing weekly.                                     | 2 |
| 6. Report resident progress and needs to the charge nurse.                                      | 3 |
| 7. Assist in the development of individual resident care plans.                                 | 3 |

Equipment and Supply Functions:

- |  |   |
|--|---|
| 1. Ensure safe and proper usage of equipment to avoid waste or breakage. | 3 |
| 2. Stock and clean treatment area on medication cart daily.              | 2 |
| 3. Keep a record of supply charges for each individual resident.         | 3 |

Safety and Sanitation:

- |  |   |
|--|---|
| 1. Work with nursing staff to maintain a safe and sanitary environment.          | 3 |
| 2. Follow fire and safety procedures.  | 2 |
| 3. Report any accident/incident or hazards to the appropriate authority.         | 3 |
| 4. Follow established infection control and body substance isolation procedures. | 2 |
| 5. Assist the infection control coordinator in identifying risks.                | 2 |

Staff Development:

- |  |   |
|--|---|
| 1. Present a professional image through dress, behavior and speech.                | 3 |
| 2. Attend inservices and departmental meetings.                                    | 3 |
| 3. Participate in quality management programs.                                     | 3 |
| 4. Assist restorative nurse to train nursing staff in proper resident positioning. | 2 |

**Risk**

Other:

- |   |   |
|---|---|
| 1. Perform any other duties as assigned by the director of nursing.             | 2 |
| 2. Adhere to all resident rights and maintain confidentiality of resident care. | 3 |

Working Conditions:

- |  |   |
|--|---|
| 1. Work through out the nursing service area.  | 2 |
| 2. Sit, stand, bend, lift, and move intermittently during the working hours.   | 2 |
| 3. Involved and communicate with administration, other departments, physicians, residents, families, visitors, and government personnel. | 2 |
| 4. Subject to hostile and emotionally upset residents and families.  | 2 |
| 5. Work beyond normal working hours.   | 2 |
| 6. Subject to falls, risk of injury and odors through out the workday due the requirements of the job.                                   | 1 |
| 7. Required to wear an approved back support belt when lifting.  | 1 |
| 8. Required to use a gait belt with resident transfers and ambulation.   | 1 |
| 9. At risk of exposure to infectious diseases.   | 1 |

Qualifications and Education Requirements:

1. A registered or licensed practical nurse licensed in the state of Colorado.
2. Graduate of an accredited school of nursing.
3. Must be able to read, write, speak and understand the English language.
4. Knowledge and understanding of the long term care resident.
5. Able to make independent decisions when warranted.
6. Must have patience and enthusiasm as well as the willingness and ability to handle difficult residents.
7. Experience in geriatric and rehabilitation nursing desired.
8. Devotion to standards and principles of professional practice.
9. Deal tactfully with residents, families and other staff.
10. Open to new ideas and be willing to incorporate them into practice.

It must be understood that this job description in no way states or implies that these are only duties you will be require to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

I certify that this job description was reviewed with me and I fully understand and can perform the essential functions of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Nursing: \_\_\_\_\_ Date: \_\_\_\_\_