

DEPARTMENT: **Skilled Nursing**

SUPERVISOR: **Director of Nursing - Assistant Director of Nursing**

POSITION: **Registered Nurse/Licensed Practical Nurse**

### **Job Summary:**

The LPN/RN Charge Nurse cares for the physical, personal and emotional needs of the residents during the assigned shift. Maintains and expands the professional role of nursing by performing all nursing functions that are within the Pennsylvania State Board of Nursing's standard of practice. Provides general supervision, assistance and guidance for the resident. Implements the residents plan of care to assure that all health care services prescribed are properly executed and documented.

### **Qualifications:**

1. Must be a Licensed Practical Nurse/Registered Nurse currently licensed in the State of Pennsylvania or a Graduate Practical Nurse/Graduate Nurse eligible for licensure in Pennsylvania.
2. Must be able to communicate effectively with staff, residents, family and visitors.
3. Must possess leadership skills.
4. Must enjoy working with the elderly and have a thorough understanding of geriatric nursing.
5. Must be able to react quickly in an emergency situation.
6. Must be in good mental and physical condition.
7. Must have the ability to organize, plan and direct nursing care.
8. Must possess assessment skills.
9. Must have patience, tact, cheerful disposition and enthusiasm and be able to care for residents based on their individual needs.
10. Must be certified in CPR.
11. Must be IV certified or willing to obtain certification.

This job description sets forth the "Essential Functions" for the position above. Any inability to perform any of these functions may disqualify you as an applicant from further consideration for this position.

### **Duties/Responsibilities:**

1. Directs the residents care on the units to which they are assigned. Sees that the residents receive quality care.
2. Makes daily nursing rounds to all residents.
3. Renders professional nursing care to residents by performing functions that are within their scope of practice. These duties may include the following:
  - A. Administers direct hands on nursing care as needed.
  - B. Conducts resident assessments and relays findings to physician.
  - C. Administers IM medications, and PO medications (RNs may administer IV medications).
  - D. Provides assistance and guidance to CNAs as needed.
  - E. Assumes Chare Nurse role.
  - F. Monitors support equipment such as gomco suction machines, IV pumps, Interval feeding pumps.

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- G. Initiates, monitors and maintains IV therapy.
- H. Provides treatments to residents
- I. Make independent decisions regarding nursing care:
  - a. Evaluate emergencies and apply emergency measures.
  - b. Write orders for and apply restraints as needed with OBRA guidelines.
  - c. Alert Infection Control Nurse to suspect conditions and apply isolation techniques.
- 4. Documentation of residents as needed-does residents monthly summaries-makes observations.
- 5. Orders supplies and equipment as needed.
- 6. Answers questions from residents, resident's families and nursing personnel.
- 7. Endeavors to teach, train and advise CNAs.
- 8. Receives and gives unit reports.
- 9. Provides orientation to new RNs/LPNs on unit.
- 10. Admits and orients new residents to units.
- 11. Evaluates problems and concerns of residents, families and staff and refers them to appropriate department as necessary.
- 12. Informs Assistant Director of Nursing, Director of Nursing of resident's condition, services rendered during the work period.
- 13. Takes verbal and phone orders.
- 14. Answer phone when needed.
- 15. Arrange prescribe diagnostic and therapeutic services.
- 16. Actively participate with other members of the Interdisciplinary Team to provide quality nursing care.
- 17. Assumes the role of Charge Nurse by supervising all nursing activities on his/her shift, including staff assignments, meal/breaktimes, etc.
- 18. Promotes Restorative Nursing care to selected residents.
- 19. Abides by the policies of the institution and encourages other employees to do the same.
- 20. Participates in Quality Assurance activities.
- 21. Participates in family, resident and staff educational activities.
- 22. Attend meetings as required.
- 23. Maintain professional growth and development and keep abreast of nursing field, especially long-term care.
- 24. Other duties as assigned by the Assistant Director of Nursing, Director of Nursing and not limited to the above.

The nature of a Medical Center is such that patients must be cared for 24 hours a day, every day. Therefore, the Medical Center has a seven (7) day work week and work schedules must be arranged to provide care around the clock. Employees must accept the philosophy that in emergency situations and when necessary, to maintain good staffing pattern in their departments, they will be required to work shifts and assignments other than their normal schedule.