

# Las Ventanas

## Position Description

<b>POSITION TITLE:</b>	Registered Nurse	<b>DEPARTMENT:</b>	Healthcare Center
<b>FLSA:</b>	Non-exempt	<b>SUPERVISOR:</b>	Director of Nursing
<b>SUPERVISES:</b>	LPN's and CNA's	<b>Revised:</b>	June, 2012

### **POSITION SUMMARY**

Provides general nursing care to residents in the retirement community and health center by performing the following duties listed below.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Explains procedures and treatments to resident to gain cooperation, understanding, and alleviate apprehension.
- Administers prescribed medications and treatments in accordance with approved nursing techniques. Notes time and amount on patients' charts. Knowledgeable of common action, usual dosage, and side effects.
- Provides intravenous therapy to residents according to physician orders and monitors site and administration in accordance with approved nursing techniques.
- Provides internal feedings to residents according to physician's orders and monitors GTube site and administration in accordance with approved nursing techniques.
- Prepares equipment and aids Physician during examination and/or treatment of resident.
- Maintains awareness of comfort and safety needs of resident.
- Observes patient, records significant conditions and reactions, and notifies supervisor or Physician of patient's condition and reaction to drugs, treatments, and significant incidents.
- Takes temperature, pulse, blood pressure, and other vital signs to detect deviations from normal and assess condition of patient.
- Responds to life saving situations based upon nursing standards, policies, procedures, and protocol.
- Documents nursing history and physical assessment for assigned patients.
- Initiates a patient education plan according to the individualized needs of the patient, as prescribed by Physician and/or hospital policy including patient and family instruction.
- Makes beds, bathes and feeds patients.
- Participates in department or unit quality improvement activities.
- May need to respond as appropriate to personal calls from the Independent Living Center. Duties in this setting may include but are not limited to providing First Aid, call emergency personnel (dial 911), and/or call family members at request of Independent Living residents.
- Maintains compliance to all personnel policies, established community policies and procedures, and Federal and State regulations and standards, including but not limited to HIPAA privacy and confidentiality laws.
- Other duties as assigned by the Supervisor.

## **SUPERVISORY RESPONSIBILITIES**

- Provides supervision to LPN's, Certified Nursing Aides and others as assigned to assure delivery of consistently high quality care to residents. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

## **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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **Educational Requirements and Experience:**

- Bachelor's degree (B.A.) from four-year college or university preferred; and/or one to three years related experience and/or education; or equivalent combination of education and experience.
- Registered Nurse license in good standing with applicable state.
- IV certified with current experience.
- Current CPR certified.

### **Knowledge, Skills and Abilities:**

- Language Ability:
  - Ability to communicate effectively in writing and verbally, speaking the primary language of the residents.
  - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
  - Ability to read and interpret physician orders, reports, business correspondence, and procedure manuals.
  - Ability to effectively present information and respond to questions from managers, physicians, residents, and the general public.
- Mathematical Skills:
  - Ability to calculate figures and amounts such as dosages, fluid intake & output, accurate measurements, proportions, percentages, area, circumference, and volume.
  - Ability to apply concepts of basic algebra and geometry as needed to the delivery of medical services.
- Cognitive Demands:
  - 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:
  - Ability to use Microsoft Windows, including Word and Excel. Ability to use email and the Internet.
- Competencies:
  - Must demonstrate an interest in working with a senior population.
  - Provides leadership by exhibiting confidence in self and others; Inspires and motivates others to perform well.
  - Interacts with guests, residents and staff in a courteous and friendly manner.
  - Responds promptly to resident and visitor needs and assistance.
  - Supports organization's goals and values.
  - Balances team and individual responsibilities.

## **ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors in a climate controlled setting.
- Team Members may be exposed to blood and/or body fluids with potential exposure to hazardous materials and infectious diseases.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the MSDS Manual.
- Continuous exposure to residents who are ill, confused, irritable and irrational.
- Understands and actively contributes to ABHOW's Philosophy of Person Directed Care while promoting individual growth and potential within a culture of Successful Aging.

## **PHYSICAL REQUIREMENTS**

**The physical demands described below are representative of those that must be met by an individual 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 regularly required to stand and walk. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds independently and up to 190 pounds with assistance of a second employee and/or mechanical devices. Must be able to push up to 350 lb. (wheelchair). The employee may occasionally be required to lift greater than 190 pounds with the assistance of additional staff and/or a mechanical lift. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

## ACKNOWLEDGEMENT

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will Team Member. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

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Team Member's Signature

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Date

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Team Member's Name Printed

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Supervisor's Signature

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Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective Team Members and incumbents to discuss potential accommodations with the employer.

Obtain knowledge and demonstrate the principles of The ABHOW Advantage, person directed care and successful aging philosophies and their inherent core values of commitment, respect, compassion, dedication, team work and quality. Team member will support, actively participate and act in accordance with the principles of these complementary cultures. For example, assist with resident self-assessment feedback groups, support new initiatives, encourage residents and act as their cheerleader, be familiar with and fluent in the language and service pillars of The ABHOW Advantage.