

## Registered Nurse (RN)

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|--|----------------------|
| <b>Name:</b>   | <b>Date of Hire:</b> |
| <b>Supervisor:</b>   | <b>Hours:</b>        |
| <b>Primary Purpose of this Position</b>  |                      |
| The primary purpose of this position is to provide skilled nursing care to residents under the medical direction of the residents' attending physician and within the scope of nursing practice for the state. |                      |

| <b>Legend</b>  |                          |                               |                           |
|--|--------------------------|-------------------------------|---------------------------|
| (1) Potential Risk Exposure to Blood and Body Fluids (√ = yes)   | <b>(1) Risk Exposure</b> | <b>(2) Essential Function</b> | <b>(3) Safety Factors</b> |
| (2) Essential Function (√ = yes)   |                          |                               |                           |
| (3) Safety Factors:<br>RM = Repetitive motion<br>WL = Weight lifting requirement<br>SB = Sitting, standing and bending prolonged   |                          |                               |                           |
| Note: Information explaining the above is located on the last page of this job description.  |                          |                               |                           |
| <b>Duties and Responsibilities</b>   |                          |                               |                           |
| <b>Administrative Functions</b>  |                          |                               |                           |
| Provide oversight of Certified Nursing Assistants (CNAs) and licensed nurses as directed by the Director of Nursing.   |                          | √                             |                           |
| Consult and coordinate with the interdisciplinary team (IDT) and healthcare professionals to assess, plan, implement and evaluate individualized resident care plans.  |                          | √                             |                           |
| Ensure initial baseline and periodic comprehensive assessments and care plans are completed within required timeframes.  |                          | √                             |                           |
| Participate in completing sections of the Minimum Data Set (MDS) assessment as requested.  |                          | √                             |                           |
| Facilitate physician rounds by preparing charts, flagging areas of concern and preparing physician orders for signature; document physician visits with residents.   |                          | √                             |                           |
| Initiate requests for consultations or referrals as requested.   |                          | √                             |                           |
| Report any suspicion of a crime that may have been committed to a resident in the facility.  |                          | √                             |                           |
| Perform administrative duties by completing medical forms, reports, evaluations, studies, charting, etc.   |                          | √                             |                           |
| <b>Committee Functions</b>   |                          |                               |                           |
| Participate in quality committees including quality assurance and performance improvement (QAPI), infection control, safety, risk management, etc.   |                          | √                             |                           |
| Serve on, participate in and attend various other committees of the facility (e.g., policy advisory) as required and as appointed by the Administrator.  |                          | √                             |                           |
| <b>Resident Care Functions</b>   |                          |                               |                           |
| Provide nursing services to residents in accordance with scope of practice, facility policies and professional standards of care.  | √                        | √                             | RM/WL/SB                  |
| Monitor residents for developments of acute changes of condition including confusion, fever, difficulty breathing, increased pain, difficulty with urination, loss of appetite, constipation, diarrhea, vision or hearing loss, general malaise or decreased range of motion (ROM); conduct assessments and notify the provider as needed. | √                        | √                             | RM/WL/SB                  |

| <b>Legend</b>  |                   |                        |                    |
|--|-------------------|------------------------|--------------------|
| (1) Potential Risk Exposure to Blood and Body Fluids (√ = yes)   | (1) Risk Exposure | (2) Essential Function | (3) Safety Factors |
| (2) Essential Function (√ = yes)   |                   |                        |                    |
| (3) Safety Factors:<br>RM = Repetitive motion<br>WL = Weight lifting requirement<br>SB = Sitting, standing and bending prolonged   |                   |                        |                    |
| Note: Information explaining the above is located on the last page of this job description.  |                   |                        |                    |
| <b>Duties and Responsibilities</b>   |                   |                        |                    |
| <b>Personnel Functions</b>   |                   |                        |                    |
| Cooperate with other personnel to achieve department objectives and maintain good employee, interdepartmental and public relations.  |                   | √                      |                    |
| Contribute to the orientation, training and development of new nursing team members as requested.  |                   | √                      |                    |
| <b>Staff Development Functions</b>   |                   |                        |                    |
| Attend continuing education and in-service training programs as required to provide person-centered and competent care.  |                   | √                      |                    |
| Participate as requested by the Medical Director or the Director of Nursing in the planning and conducting of in-service training classes concerning nursing skills and procedures used within the facility. |                   |                        |                    |
| <b>Safety and Sanitation Functions</b>   |                   |                        |                    |
| Ensure the resident environment remains as free of accident hazards as possible.   |                   | √                      | RM/WL/SB           |
| Ensure each resident receives adequate supervision and assistive devices to prevent accidents.   | √                 | √                      | RM/WL/SB           |
| <b>Equipment and Supply Functions</b>  |                   |                        |                    |
| Be familiar with and use as appropriate all items of personal protective equipment (PPE) offered by the facility including masks, gowns, gloves, back brace to be worn when lifting, etc.                    |                   | √                      |                    |

**Working Conditions**

- Works in office areas as well as throughout the nursing services 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 directors.
- Works beyond normal working hours and on weekends and holidays when necessary. On call 24 hours per day, 7 days per week.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Is involved in community/civic health matters/projects as appropriate.
- Attends and participates in continuing education programs.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday 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 AIDS and Hepatitis B viruses.
- May be subject to the handling of and exposure to hazardous chemicals.
- Maintains a liaison with the residents, their families, support departments, etc., to adequately plan for the residents' needs.

**(2) Essential Functions Column:**

A check mark (✓) entered into this column indicates that you may be required to perform this task.

**(3) Safety Factors Column:**

**RM = Repetitive Motion:**

A “RM” in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly injury can result. Established procedures identify the precautions and/or equipment that should be used.

**WL = Minimum Weight Lifting Requirement:**

A “WL” in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing or pulling. When such tasks are not performed properly injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the “Physical and Sensory Requirements” section of this job description.

**SB = Prolonged Sitting, Standing and Bending:**

A “SB” in this column indicates that some functions of this task require you to sit, stand or bend for an extended period of time. When such tasks are not performed properly injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

**Acknowledgment**

I have read this job description and fully understand that many of the requirements set forth therein have been determined to be essential to this position (noted in Column 2). I hereby accept the position of **Registered Nurse** and agree to perform the tasks outlined in this job description 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, body 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 also understand I may not release/disclose protected health or facility information without proper authorization.

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

|              |   |
|--------------|---|
| <b>Date:</b> | <b>Signature-Registered Nurse (RN):</b> |
| <b>Date:</b> | <b>Signature-Administrator:</b>         |