



RN/LPN Job Description

Supervisor: Director of Nursing

Summary: Supervises and coordinates nursing activities in long term care unit by performing the following duties.

Requirements/Expectations:

Essential Duties and Responsibilities:

- Assigns duties and coordinates nursing service.
- Evaluates nursing activities to ensure patient care, staff relations, and efficiency of service.
- Observes nursing care and visits patients to ensure that nursing care is carried out as directed and treatment administered in accordance with physician's instructions.
- Directs preparation and maintenance of patients' clinical records.
- Inspects rooms and wards for cleanliness and comfort.
- Accompanies physician on rounds, and keeps informed of special orders concerning patients.
- Participates in orientation and training of personnel.
- Orders or directs ordering of drugs, solutions, and equipment, and maintains records on narcotics.
- Forward complaints to supervisor. Advise as needed to resolve complaint.

Supervisory Responsibilities:

- Will assume an overall supervisory position in the areas they are assigned to.
- Supervision of all residents and staff in his/her assigned areas.
- Will monitor all cares in their assigned areas.
- Are responsible for giving medication to provide optimal safety, and maximum benefit to the residents.
- Will provide problem solving in his/her assigned areas.
- Will provide report to oncoming shift(s) and will tape a report for the oncoming shift.
- Will provide accountability for the narcotics count with the oncoming charge nurse.
- Will ensure that facility safety procedures are being followed.
- Will communicate with the appropriate professional regarding resident care needs.
- Will discipline nursing staff as needed and as directed by ADON and DON.
- Will provide supervision to the residents in their areas with emphasis on hydration and nutrition.
- Will have an understanding of the quality indicators and understand the importance of such in resident care.
- Will follow accepted nursing practices.
- Will follow the accepted table of organization.
- Will be proficient in performing any care that they are supervising at a CNA level.

- Will demonstrate an ability to be professional with other departments and handling all concerns in a positive problem solving manner.
- Will demonstrate a positive image to the departments and not air concerns to other departments in the facility without following correct intradepartmental policies.

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 wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment varies.

Qualifications

Currently licensed in the State of Iowa.

Ability to read, analyze, and interpret common scientific journals and legal documents.

Ability to respond to common inquiries or complaints from residents, resident's family and/or staff members.

Ability to effectively present information to superiors.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to figure medication doses as needed.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Must be Iowa Board Certified, Licensed Nurse

Regularly required to stand, walk, use hands to finger, handle, or feel; and talk or hear.

Frequently required to sit.

Must frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 50 lbs.

Specific vision abilities required by this job include close vision, depth perception, and the ability to focus.