

# BARTELS LUTHERAN RETIREMENT COMMUNITY

AS OF 6/5/01

## Position Description

### RN/LPN UNIT CARE NURSE

**REPORTS TO:** Case Manager of specified unit

**POSITION:** Direct and supervise the provision of resident care services on a specific shift and/or unit, following established standards of nursing practice.

**SUPERVISES:**

**POSITION**

**QUALIFICATIONS:**

- Current, valid license to practice as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) in the State of Iowa required.
- LPN - Must provide evidence of completion of supervisory course approved by the State of Iowa within 6 months of employment required or grandfathered into provision.
- Cardiopulmonary Resuscitation training required.
- Regular attendance is required.
- Must be able to read, write and speak fluent English.

**PHYSICAL**

**REQUIREMENTS:**

Sitting:	1-3 hours/day
Standing:	1-3 hours/day
Walking:	3-7 hours/day
Lifting:	Over 50 lbs good body mechanics or 25-50 lbs improper mechanics
Twisting:	Moderate: 121-480 twists/day
Bending:	Moderate bending: 121-480 bends/day
Squat/Kneel:	1-3 hours/day need not be continuous
Endurance:	Moderate energy requirements (5-7 mets)
Wrist Position:	Extensive deviation
Hand/Wrist Reps:	Infrequent - 1-960/day
Manual Dexterity:	Frequent fine motor skills required
Left Hand:	36-60% of job cycle time
Either Handedness:	Up to 35% of job cycle time
Both Handedness:	36-60% of job cycle time
Near & Far Vision:	Requires minimal near vision and minimal far vision
Hearing:	Requires hearing whispered voice at 3 feet (FAA Class III)

**MENTAL DEMANDS:**

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrates ability to develop and maintain good interpersonal relations with staff, residents and physicians.
- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner.
- Must demonstrate the ability to keep items of high sensitivity in regards to residents confidential.

**WORK ENVIRONMENT:**

- Works primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Involves possibility of exposure to communicable disease.
- Works with frequent interruptions.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Note, take, and transcribe doctors orders.
- Make rounds with the doctors as needed, noting changes to residents conditions as you go.
- Provide ongoing assessment of residents' condition and communicate with the doctor, family or responsible party regarding changes to residents' condition or their care and initiate appropriate action within facility-established time frames.
- Administer medications as prescribed by the doctor and according to the 6 R's.
- Conduct and implement all treatments, as needed per doctors orders, monitoring for clinical signs and symptoms that would indicate a positive or negative reaction to the treatment.
- Notify therapies of need for services or evaluation.
- Answer call lights to determine resident needs and follow up as needed.
- Monitor infection control practices and maintain standards associated with proper techniques.
- Responds to emergency situations and provides/initiates appropriate interventions and treatments.
- Administers or oversees administration of PRN medication per facility policy and procedures.
- Complete medication change-over including counting narcotics, following emergency kit procedures, and ordering refills for ER kit.
- Assist with admission/transfer/discharge procedures by coordinating with other departments and ancillary providers.
- Supervision of CNAs, CMAs and RAs.
- Assists CNA with cares/feeding as needed.
- Initiates and conducts daily shift change report.
- Conducts rounds daily and reports resident changes on daily log sheet.
- Confer with case manager on special problems related to care of residents.
- Review MAR'S for completeness and accuracy in the transcription of doctors' orders and stop orders.
- Review resident restraint orders and change or discontinue as needed.

## **Safety and Sanitation**

- Demonstrates knowledge of emergency policies and procedures.\*
- Performs all duties in a safe and efficient manner; assures that safety regulations are followed at all times by all staff. \*

## **Human Resources**

- Provides corrective instruction to nursing staff concerning quality of care and quality of life issues and customer service.
- Communicates facility rules and regulations to staff, residents, and families or responsible parties.
- Monitors and assists in evaluation of staff work behavior and performance of assigned duties and reports to case manager.
- Assists in identifying and encouraging staff to increase training and education.
- Creates and promotes a positive atmosphere, teamwork, and general calm environment on each unit.

## **Customer Service**

- Interacts with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.\*
- Acts as a positive representative of the facility at all times.
- Performs incidental housekeeping and maintenance tasks as may arise during the course of regular duties in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.\*
- Responds to any and all call lights within 5 minutes.

**Residents/Patients' Rights**

- Provides privacy and maintains the confidentiality of all resident care information. \*
- Ensures care and security of residents' personal possessions.\*
- Reports all complaints and grievance made by residents, family members, and visitors to the Case Manager.
- Ensures that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect and reports any such instances to appropriate facility staff. \*

**In-Service Education**

- Attends all in-service education programs mandated by federal, state, and company guidelines.\*
- Participates and assists in departmental meetings and projects as assigned.

**Miscellaneous**

- All other duties as assigned by the supervisor.\*

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read this position description and fully understand the requirements. I accept the position of **RN/LPN Unit Care Nurse** and agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time according to the needs of Bartels Lutheran Retirement Community.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

\* Indicates American Disabilities Act Essential Function