



Position Description

POSITION TITLE:	Staff Nurse (R.N.)	DEPARTMENT:	Nursing
FLSA:	Non-Exempt	SUPERVISOR:	Director of Nursing
SUPERVISES:	Mentor Role	Revised:	October 2021

POSITION SUMMARY

- Responsible for the planning, implementation and evaluation of all nursing care prescribed and provided to the resident.

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.

- Provides services in accordance with nurse practice act and state/federal nursing center regulations.
- Participates in pre-admissions assessments for potential residents.
- Participates in all staff development programs to expand and develop abilities.
- Maintains compliance to all personnel policies, established community policies and procedures.
- Understands and implements the Fire Safety and Disaster Preparedness Plan and evacuation procedures of the community during drills and emergencies.
- Performs admission and periodic assessments on residents for functional and mental abilities.
- Reviews/revises assessments and care plans at admission, periodically per regulation, and at change in resident physical or psychosocial condition.
- Assists residents in scheduling medical, dental and laboratory appointments.
- Assists physician with resident examination as needed.
- Reviews and transcribes physician's orders.
- Administers and documents medications in accordance to the five rights: right medication, right route, right resident, right time, and right dose.
- Provides medical treatments as ordered by physician.
- Monitors resident restorative nursing programs.
- Supervises and monitors medications for residents who self-administer.
- Observes residents and reports condition changes to physicians, health care proxies, and supervisors.
- Supports and maintains harmonious relations and communicates with family, visitors and all members of the Health Team.
- Understands the resident's Advance Directives and follows his/her wishes.

- Assists resident with meeting their nutritional/hydration needs and documents on the Nursing record appropriately.
- Monitors meal-time and nourishments, assists with trays, and helps feed residents.
- Maintains a safe, clean, orderly, homelike environment for residents.
- Answers residents call light promptly.
- Responsible for the planning, implementation and evaluation of Nursing care provided on the shift.
- Promotes and participates in the education of staff, team member, resident and family.
- Interacts with residents, guests and staff in an atmosphere of hospitality.
- Maintains confidentiality of residents' private health information.
- Responds to emergency calls from Independent Living per community policy.
- Participates in risk management and quality assurance programs for entire community.
- Other duties as assigned by Supervisor.

SUPERVISORY RESPONSIBILITIES

- Assist with assignment making for team members and follow-up to ensure high standards of care and documentation of such care.

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:

- Graduation from an accredited School of Nursing.
- Current license in the state of Tennessee.
- Current CPR certification.

Knowledge, Skills and Abilities:

- Language Ability:
 - Ability to communicate effectively in writing and speaking the primary language of the residents.
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 - Ability to write routine reports and correspondence.
- Mathematical Skills:
 - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.
- Cognitive Demands:
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills:

- Ability to use basic computer programs, experience with Matrix Care a plus

ENVIRONMENTAL ADAPTABILITY

- Works primarily indoors in a climate-controlled setting.
- 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.

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.

How much on-the-job time is spent in the following physical activities?

	None	Amount of Time		Over 2/3
		Under 1/3 to 1/3	2/3	
Stand				x
Walk			x	
Sit		x		
Use hands to finger, handle, or feel				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop or kneel, crouch, or crawl			x	
Talk or hear				x
Taste or smell			x	

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	None	Amount of Time		Over 2/3
		Under 1/3 to 1/3	2/3	
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distance and

spatial relationships)

Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

No special vision requirements